

Sports Team Staff Performance Review

Date: [Insert Date]

To: [Staff Member's Name]

From: [Your Name]

Subject: Performance Review

Introduction

Dear [Staff Member's Name],

As we conclude this evaluation period, it is important to reflect on your performance and contributions to the team.

Strengths

[List the staff member's strengths and achievements during the review period.]

Areas for Improvement

[Identify key areas where improvement is needed.]

Goals for the Next Period

[Set specific goals and expectations for the upcoming period.]

Conclusion

Thank you for your hard work and commitment. We look forward to your continued growth and contributions to the team.

Sincerely,

[Your Name]

[Your Position]

[Team Name]