

Personnel Appraisal for Training Staff

Date: [Insert Date]

To: [Insert Name of Appraisee]

From: [Insert Your Name/Title]

Subject: Personnel Appraisal Review

Performance Evaluation

Dear [Insert Name],

This letter serves to formally assess your performance as a member of our sports training team over the past [Insert Timeframe]. Your dedication and hard work have played a vital role in achieving our team's objectives.

Strengths

- Exceptional communication skills with athletes
- Innovative training strategies that have improved athlete performance
- Strong teamwork and collaboration with other staff members

Areas for Improvement

- Enhancing knowledge of sports science and methodologies
- Increased engagement in continuing education opportunities

Goals for Next Review Period

- Attend at least two professional development workshops
- Implement a new training program based on the latest research

Thank you for your hard work and commitment to our team. Let's schedule a meeting to discuss your appraisal in detail and set future goals.

Sincerely,

[Your Name]

[Your Title]

[Team/Organization Name]