

# Driver Job Performance Analysis

Date: [Insert Date]

To: [Driver's Name]

From: [Supervisor's Name]

Subject: Job Performance Analysis

## Performance Overview

We would like to take this opportunity to evaluate your performance over the past [insert time frame]. Below are the key areas of assessment:

### 1. Safety Record

Your safety record is [insert description, e.g., exemplary, satisfactory, etc.]. You have [insert number] of incidents in the review period, which is [above/below] the company average.

### 2. Timeliness

Overall, your timeliness has been [insert description]. You have successfully completed [insert percentage]% of your routes on time.

### 3. Customer Feedback

Feedback from customers has been [insert description]. We have received [insert number] compliments and [insert number] complaints during this review period.

### 4. Vehicle Maintenance

You have maintained the vehicle in [insert condition], performing necessary checks and repairs as needed.

## Areas for Improvement

While your performance has been commendable, there are areas that require attention:

- [Insert area for improvement]
- [Insert area for improvement]

## Conclusion

In conclusion, your performance as a driver has been [insert overall evaluation]. We appreciate your hard work and commitment to improvement. Let's schedule a time to discuss your performance and any support you may need moving forward.

Sincerely,

[Supervisor's Name]

[Position]

[Company Name]