

# Performance Review: Driver Incident Training

Date: [Insert Date]

To: [Driver's Name]

From: [Supervisor's Name]

Subject: Performance Review Following Driver Incident Training

Dear [Driver's Name],

We have recently completed our Driver Incident Training program, which aimed to enhance safety and incident response skills. This letter serves as a formal review of your performance during this training.

## Training Overview

The training program included modules on defensive driving techniques, incident reporting procedures, and safety best practices. Your participation was crucial in fostering a positive learning environment.

## Performance Assessment

We evaluated your performance based on the following criteria:

- Active Participation: [Rating]
- Knowledge Retention: [Rating]
- Practical Application: [Rating]

## Strengths

- [List strengths observed during training]

## Areas for Improvement

- [List areas needing improvement]

## Next Steps

To support your development, we recommend the following actions:

1. [Action Item 1]
2. [Action Item 2]

We appreciate your commitment to improving your driving skills and safety practices. If you have any questions or require further clarification, please feel free to reach out.

Sincerely,

[Supervisor's Name]

[Title]

[Company Name]