

Trucking Capacity Performance Review

Date: [Insert Date]

To: [Driver's Name]

From: [Manager's Name]

Subject: Performance Review - Trucking Capacity

Dear [Driver's Name],

We are conducting a performance review regarding your trucking capacity over the past [insert timeframe]. This review is essential to understand our operations and identify areas of improvement.

Performance Summary

- Total trips completed: [Insert Number]
- Average capacity utilization: [Insert Percentage]
- On-time delivery rate: [Insert Percentage]
- Customer feedback: [Insert Summary]

Strengths

[Insert strengths observed during the review]

Areas for Improvement

[Insert areas where improvement is needed]

Goals for Next Review Period

[Insert goals for the next review period]

Thank you for your contributions to our team. We look forward to your continued growth and performance improvement.

Sincerely,

[Manager's Name]

[Company Name]

[Contact Information]