

Performance Review - Crisis Management Team

Date: [Insert Date]

To: [Team Member's Name]

From: [Reviewer's Name]

Subject: Performance Review for Crisis Management Team

Dear [Team Member's Name],

I would like to take this opportunity to review your performance as part of the Crisis Management Team over the past [Insert Time Frame]. This review aims to highlight your contributions, areas for improvement, and set goals for the upcoming period.

Key Contributions

- [Contribution 1]
- [Contribution 2]
- [Contribution 3]

Areas for Improvement

- [Area for Improvement 1]
- [Area for Improvement 2]

Goals for Next Review Period

- [Goal 1]
- [Goal 2]
- [Goal 3]

Please feel free to respond with any thoughts you have regarding this review or any additional input you would like to provide.

Thank you for your ongoing commitment to the team and our mission.

Sincerely,

[Reviewer's Name]
[Title]
[Company Name]