

Crew Efficiency Performance Review

Date: _____

To: [Crew Member Name]

From: [Manager/Supervisor Name]

Subject: Performance Review

Introduction

Dear [Crew Member Name],

This letter serves as a formal review of your performance and efficiency as a member of our crew.

Performance Overview

Throughout the review period, your contributions have been valuable in the following areas:

- Task completion and punctuality.
- Team collaboration and support.
- Adherence to safety protocols.

Areas for Improvement

While you have shown strengths, there are areas that need your attention:

- Time management during high-pressure situations.
- Enhancing communication with team members.

Goals for Next Review Period

We recommend focusing on the following goals:

1. Attend a time management workshop.
2. Schedule regular check-ins with your team.

Conclusion

Thank you for your hard work and dedication. We appreciate your contributions and look forward to your progress in the upcoming period.

Sincerely,

[Manager/Supervisor Name]

[Title]