

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Driver's Name]
[Driver's Address]
[City, State, Zip Code]

Dear [Driver's Name],

Subject: Performance Review

I hope this message finds you well. We are conducting a performance review for all drivers, and I would like to take this opportunity to share feedback regarding your time with us.

****Performance Summary:****

- ****Overall Rating:**** [Insert Rating, e.g., Excellent/Good/Average/Poor]
- ****Total Rides Completed:**** [Number]
- ****Customer Satisfaction Rate:**** [Percentage]

****Strengths:****

1. ****Punctuality:**** You consistently arrive on time for pick-ups and drop-offs.
2. ****Communication:**** Passengers have praised your friendly demeanor and clear communication.
3. ****Safety:**** Your driving record shows a strong commitment to safety protocols.

****Areas for Improvement:****

1. ****Navigation Skills:**** Consider using alternative navigation apps to improve accuracy.
2. ****Vehicle Cleanliness:**** Maintaining a tidy vehicle can enhance passenger comfort.
3. ****Response to Feedback:**** While you have received positive reviews, responding constructively to occasional negative feedback can help improve your service.

****Goals for the Next Review Period:****

1. Increase completed rides by [specific goal, e.g., 10%].
2. Achieve a customer satisfaction rate of [specific percentage].
3. Attend a driver workshop for skills enhancement.

Thank you for your hard work and commitment to making each ride a pleasant experience for our passengers. We value your contributions and look forward to your growth in the coming months.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]