
RE: performance review 2024

From Shane EDWARDS <Shane.Edwards@swissotel.com>
Date Tue 2/18/2025 12:26 PM
To David DELACRUZ <David.DelaCruz@swissotel.com>
Cc Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>

Dear David,

As per the investigations and findings of no misconduct outside of normal leadership with Steve your reporting line will resume with Steve.

Can I please ask you in your first instance to complete yourself assessment and I will have Steve complete his assessment so that you can finalize your review. The pre-set goals are based on what you and others in the F&B team have direct influence on and are a portion of what the overall goals are for the hotel.

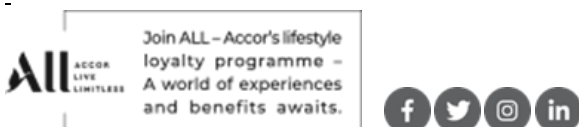
Kind regards,

シェーン・エドワーズ
Shane Edwards

総支配人
General Manager

Swissôtel Nankai Osaka

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From: David DELACRUZ <David.DelaCruz@swissotel.com>
Sent: Friday, February 7, 2025 5:18 PM
To: Shane EDWARDS <Shane.Edwards@swissotel.com>
Cc: Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>
Subject: Fw: performance review 2024

Dear Shane,

Dear Shane,

I hope you're doing well.

I wanted to reach out regarding my 2024 performance review. I received the attached review and email from Steve. Given the current situation, I wanted to check if we will be proceeding with this in the usual manner or if there will be any adjustments.

Additionally, after reviewing the document, I'm struggling to understand some of the pre-set goals. I want to ensure that I fill it out correctly and that the goals accurately reflect my responsibilities and contributions.

I would appreciate any clarification before I submit my part.

Best Regards,

デビッド・デ・ラ・クルス
David De la Cruz

F&Bマーケティング
F&B Marketing

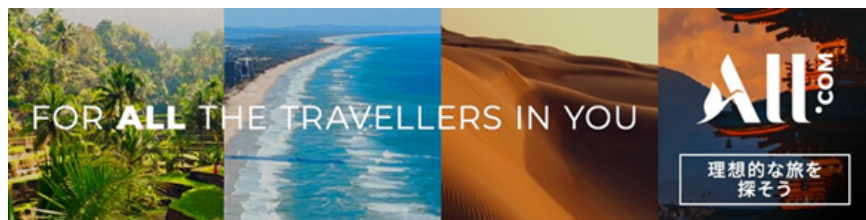
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From: FORRESTER Steven <Steven.FORRESTER@swissotel.com>

Sent: Saturday, January 11, 2025 1:15 PM

To: David DELACRUZ <David.DelaCruz@swissotel.com>

Cc: Akiko SHIMIZU <Akiko.Shimizu@swissotel.com>; Yutaka MORIZONO <Yutaka.Morizono@swissotel.com>

Subject: performance review

David,

Please find attached your 2024 performance review.

Please fill out to the best of your ability, there is space for you to also add additional skills that you possess..

I have pre entered some goals for 2025, and there is space for you to add your personal goals.

We will set some time in early February for reviews, so please have your side complete and back to me by end of January.

Thank you,

Warm Regards,
スティーブン・フォレスター
Steven Forrester
料飲部長兼総料理長
Director of Food & Beverage and Culinary

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