

Quarterly Individual Development Goals

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Individual Development Goals for Q[1-4] [Year]

Dear [Employee Name],

As we move into the next quarter, I would like to outline your individual development goals which will help you progress in your role and contribute effectively to our team's success.

Development Goals

1. **Goal 1:** [Insert goal description]
2. **Goal 2:** [Insert goal description]
3. **Goal 3:** [Insert goal description]

Action Plan

To achieve these goals, please consider the following actions:

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

Review and Feedback

We will schedule a check-in meeting at the end of the quarter to discuss your progress and any support you may need.

Thank you for your continued hard work and dedication.

Best regards,

[Manager Name]

[Manager Title]