

Quarterly Performance Review Goals

Date: [Insert Date]

Dear [Employee's Name],

As we approach the end of this quarter, it's time to reflect on your performance and set goals for the upcoming quarter. Here are the performance goals we discussed:

Performance Goals:

1. Goal 1: [Insert Goal Description]
2. Goal 2: [Insert Goal Description]
3. Goal 3: [Insert Goal Description]

Key Performance Indicators (KPIs):

- KPI 1: [Insert KPI Description]
- KPI 2: [Insert KPI Description]
- KPI 3: [Insert KPI Description]

Please review these goals and KPIs and let me know if you have any questions or suggestions. Your continued growth and contribution are highly valued.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]