

Performance Tracking Note

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Tracking Update

Overview

This note serves to provide an update on your performance over the past [insert time frame].

Key Performance Areas

- **Quality of Work:** [Insert feedback]
- **Timeliness:** [Insert feedback]
- **Collaboration:** [Insert feedback]

Goals for Next Period

Moving forward, please focus on the following areas:

1. [Insert goal 1]
2. [Insert goal 2]
3. [Insert goal 3]

Conclusion

Thank you for your continued efforts. Let's schedule a meeting to discuss this feedback in more detail.

Best regards,

[Manager's Name]

[Manager's Position]

[Company Name]