

Team Performance KPI Report

Date: [Insert Date]

To: [Recipient Name/Team]

From: [Your Name/Your Position]

Introduction

This report outlines the Key Performance Indicators (KPIs) for the [Team Name] for the period of [Start Date] to [End Date]. The purpose of this report is to assess our progress and identify areas for improvement.

KPI Overview

KPI	Target	Actual	Status	Comments
Sales Growth	15%	12%	Below Target	Need to focus on lead generation.
Customer Satisfaction	90%	95%	Above Target	Great feedback from customers!
Project Delivery Time	30 days	28 days	On Target	Consistent performance from the team.

Conclusion

Overall, the team has performed [insert overall performance summary]. We will focus on the challenges identified and implement strategies to improve in the upcoming period.

Next Steps

- Schedule a meeting to discuss improvement strategies.
- Assign action items to team members.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]