

# Employee Performance Goals and Expectations

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Performance Goals and Expectations for [Year/Quarter]

Dear [Employee Name],

As we begin this new performance period, I would like to outline your goals and expectations for your role in our team. These objectives will guide our work and help us achieve success together.

## Performance Goals:

- Goal 1: [Description of Goal 1]
- Goal 2: [Description of Goal 2]
- Goal 3: [Description of Goal 3]

## Expectations:

- Expectation 1: [Description of Expectation 1]
- Expectation 2: [Description of Expectation 2]
- Expectation 3: [Description of Expectation 3]

Please take some time to review these goals and expectations. We will have a one-on-one meeting on [Insert Date] to discuss them further and address any questions you may have.

Thank you for your hard work and commitment to our team. I am confident that with your dedication, we will achieve great results.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]