

Performance Enhancement Proposal

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Proposal for Performance Enhancement

Dear [Team Member's Name],

I hope this message finds you well. I would like to take this opportunity to propose a performance enhancement plan aimed at improving both individual and team effectiveness.

Objectives

- Identify key areas for improvement
- Implement targeted training programs
- Enhance collaboration within the team

Proposed Strategies

1. One-on-one coaching sessions
2. Workshops on time management
3. Team-building activities

Expected Outcomes

We anticipate that this proposal will result in:

- Increased productivity
- Enhanced skill sets
- Improved team dynamics

I would appreciate your feedback on this proposal and any additional ideas you may have. Let's schedule a time to discuss this further.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]