

# Performance Measurement Criteria

Date: \_\_\_\_\_

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Measurement Criteria

Dear [Employee's Name],

As part of our ongoing efforts to ensure clarity in performance expectations, we have established the following performance measurement criteria that will be used for your evaluation:

## Criteria for Performance Measurement

- **Quality of Work:** Assessment of accuracy, efficiency, and consistency in the tasks performed.
- **Productivity:** Measurement of the volume of work completed within a specified timeline.
- **Teamwork:** Ability to collaborate and communicate effectively with team members.
- **Initiative:** Proactivity in suggesting improvements and taking on new responsibilities.
- **Professional Development:** Participation in training and efforts towards personal growth.

We believe that these criteria will help in fostering a productive and motivating work environment. Please make sure to align your efforts with these standards moving forward.

Should you have any questions or need further clarification, feel free to reach out.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]