

Goal-Setting Letter

Date: [Insert Date]

To: [Director's Name]

From: [Your Name]

Subject: Goal-Setting for Performance Review

Dear [Director's Name],

As we approach our upcoming performance review, I would like to outline the goals we aim to achieve for the upcoming period. These objectives will not only enhance our organizational performance but also foster your personal growth as a key member of our board.

Proposed Goals

- Enhance stakeholder engagement through quarterly reviews.
- Increase revenue by 15% by the end of Q4.
- Develop and implement a new strategic plan for the next fiscal year.
- Attend at least three industry conferences to promote our organization.

We will review these goals periodically to ensure alignment with our overall vision and objectives. I encourage you to provide your feedback or any additional goals you might want to include.

Thank you for your commitment and dedication to our board. Looking forward to discussing this further.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]