

Yearly Performance Targets

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Setting Yearly Performance Targets

Dear [Employee's Name],

As we approach the new year, it is essential to establish clear performance targets that will guide our efforts and ensure alignment with the company's objectives. The following targets are set for your performance in the upcoming year:

Performance Targets:

- Target 1: [Insert specific target]
- Target 2: [Insert specific target]
- Target 3: [Insert specific target]

We will review these targets periodically throughout the year, and I encourage you to reach out if you need any support or resources to achieve them.

Thank you for your continued commitment, and I look forward to a successful year ahead.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]