

# Yearly Objectives Alignment with Organizational Goals

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Alignment of Yearly Objectives with Organizational Goals

Dear [Recipient's Name],

As we embark on another year, it is essential to align our departmental objectives with the overarching goals of [Organization's Name]. Below are the key objectives that I propose to focus on for the upcoming year:

- **Objective 1:** [Describe objective 1 and its alignment with organizational goals.]
- **Objective 2:** [Describe objective 2 and its alignment with organizational goals.]
- **Objective 3:** [Describe objective 3 and its alignment with organizational goals.]

These objectives are designed to enhance our performance and contribute to the success of [Organization's Name] by [briefly explain how these will impact organizational goals].

I look forward to your feedback and a fruitful year ahead.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]