

Departmental Goals Clarification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Clarification of Departmental Goals for [Year/Quarter]

Dear [Recipient Name],

I hope this message finds you well. As we move into [specific time period, e.g., the new fiscal year], I would like to clarify the departmental goals that we are aiming to achieve. It's essential that we are all aligned in our understanding and execution of these objectives.

1. Goal 1:

[Brief description of Goal 1]

2. Goal 2:

[Brief description of Goal 2]

3. Goal 3:

[Brief description of Goal 3]

For the successful attainment of these goals, your participation and feedback are invaluable. Please feel free to reach out if you have any questions or suggestions regarding these objectives.

Thank you for your dedication and hard work. I look forward to collaborating with each of you as we pursue these goals.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]