

Announcement of Key Performance Indicators (KPIs)

Date: [Insert Date]

To: [Team/Department Name]

From: [Your Name/Position]

Subject: Introduction of Key Performance Indicators

Dear Team,

As part of our ongoing efforts to improve our performance and achieve our strategic goals, we are excited to announce the introduction of a set of Key Performance Indicators (KPIs) that will help us measure our progress and success.

These KPIs will focus on the following areas:

- Sales Growth
- Customer Satisfaction
- Operational Efficiency
- Employee Engagement

We believe that these KPIs will not only help us assess our current performance but also align our efforts towards our strategic objectives.

We will be holding a meeting on [Insert Date] at [Insert Time] to discuss these KPIs in detail and answer any questions you may have.

Thank you for your attention and commitment to our continuous improvement.

Sincerely,

[Your Name]

[Your Position]

[Company Name]