

# Performance Review Goal Setting

Dear [Employee's Name],

As we approach your performance review, I would like to take this opportunity to outline the goals we will be setting for the upcoming review period. Together, we will work towards aligning these objectives with both your personal development and our team's overall success.

## Goals for [Review Period]

- Goal 1: [Description of Goal 1]
- Goal 2: [Description of Goal 2]
- Goal 3: [Description of Goal 3]

## Key Performance Indicators (KPIs)

- KPI 1: [Description of KPI 1]
- KPI 2: [Description of KPI 2]
- KPI 3: [Description of KPI 3]

We will review these goals regularly and adjust them as necessary to ensure you are on track and supported in your career development.

I look forward to our discussion and to supporting you in achieving these goals.

Best regards,

[Your Name]

[Your Position]

[Company Name]