

Memo

To: [Employee Name]

From: [Manager Name]

Date: [Date]

Subject: Revised Job Expectations

Dear [Employee Name],

We appreciate your hard work and commitment to our team. After a recent review, we have made some revisions to your job expectations to better align with our current goals.

Revised Expectations:

- Objective 1: [Detail]
- Objective 2: [Detail]
- Objective 3: [Detail]

Please take the time to review these changes and feel free to reach out if you have any questions or need further clarification.

Thank you for your continued dedication.

Sincerely,

[Manager Name]