

# Letter of Objective Setting

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

As you begin your probationary period with [Company Name], it is essential to outline clear objectives and targets for your role. The following objectives are set to guide your performance and ensure alignment with our team goals:

## Objectives:

1. Develop a thorough understanding of [specific tools or processes] by [specific date].
2. Achieve a minimum of [specific performance metric] within the first three months.
3. Demonstrate effective collaboration with team members by participating in at least [number] team meetings each month.

## Targets:

1. Complete [specific training or project] by [specific date].
2. Provide weekly updates on progress and challenges during team check-ins.
3. Receive positive feedback from at least [number] peers and supervisors by the end of the probation period.

We will conduct regular reviews to assess your progress and provide any necessary support. Our first review meeting is scheduled for [insert date].

Thank you for your commitment to excellence during this period.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]