

Performance Expectations Outline

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Subject: Performance Expectations

Introduction

Dear [Employee Name],

This letter serves to outline the performance expectations for your role as [Job Title] at [Company Name].

Key Responsibilities

- Responsibility 1: [Description]
- Responsibility 2: [Description]
- Responsibility 3: [Description]

Performance Metrics

Your performance will be measured by the following metrics:

- Metric 1: [Description]
- Metric 2: [Description]
- Metric 3: [Description]

Review Period

Performance reviews will take place [quarterly/annually] on [specific dates/timeline].

Conclusion

We look forward to your contributions to the team and believe that with effort and focus, you will meet these performance expectations. Please feel free to reach out if you have any questions or need clarification.

Sincerely,

[Your Name]

[Your Position]

[Company Name]