

Sales Performance Review

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Sales Performance Review

Dear [Employee's Name],

I hope this message finds you well. As we conclude the [insert time period, e.g., "Q3 2023"], I would like to take the opportunity to review your sales performance during this period.

Performance Highlights

- Total Sales: [Amount]
- New Clients Acquired: [Number]
- Retention Rate: [Percentage]
- Targets Achieved: [List specific targets]

Areas for Improvement

- [Area 1]
- [Area 2]
- [Area 3]

Goals for Next Period

- [Goal 1]
- [Goal 2]
- [Goal 3]

Thank you for your hard work and dedication. Let's schedule a meeting to discuss your progress and set new objectives moving forward.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]