

Performance Review Goal-Setting

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Goal Setting for Upcoming Performance Review

Dear [Manager's Name],

As we approach my upcoming performance review, I would like to take this opportunity to outline some goals that I believe will contribute to both my professional development and the success of our team.

Short-term Goals (Next 6 Months):

- Enhance my skills in [specific skill or area] by completing [specific course or training].
- Increase my current project efficiency by [specific percentage or improvement method].
- Improve team collaboration through [specific strategy or tool].

Long-term Goals (Next Year):

- Take on additional responsibilities related to [specific project or role].
- Achieve [specific accomplishment] by [specific deadline].
- Work towards a leadership position within our team by [specific date or milestone].

I am looking forward to discussing these goals with you and receiving your feedback during our review. Thank you for your continued guidance and support.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]