

# Goal Setting and Review

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Goal Setting and Performance Review

Dear [Employee Name],

As we move forward into the new quarter, it's time to set clear goals and review your progress. Our objectives for you this period are as follows:

## Goals for [Time Period]:

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

## Performance Review:

In our last review, we discussed the following areas where you excelled and those needing improvement:

- Strengths: [Description]
- Areas for Improvement: [Description]

Please prepare any feedback or goals you would like to discuss in our upcoming review meeting scheduled for [Insert Date]. It's important that we align on expectations to ensure your success within the team.

Thank you for your hard work and dedication!

Best regards,

[Manager Name]

[Manager Title]