

Quarterly Sales Team Performance Assessment

Date: [Insert Date]

To: [Sales Team Name]

From: [Your Name/Title]

Introduction

Dear Team,

I hope this message finds you well. As we reach the end of the quarter, it is time to review our performance as a sales team.

Performance Summary

During this quarter, our team achieved the following:

- Total Sales: [Insert Total Sales Amount]
- New Clients Acquired: [Insert Number]
- Percentage Increase from Last Quarter: [Insert Percentage]

Individual Contributions

Below is a summary of individual contributions:

Name	Sales Amount	Clients Acquired
[Team Member 1]	[Sales Amount]	[Clients]
[Team Member 2]	[Sales Amount]	[Clients]

Areas for Improvement

While we celebrated our successes, there are areas we need to focus on:

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

Conclusion

Thank you all for your hard work and dedication this quarter. Let's continue to build on this momentum and address the areas for improvement in the upcoming months.

Sincerely,

[Your Name]

[Your Title]