

Performance Enhancement Strategy

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Performance Enhancement Strategy

Dear [Employee's Name],

Following our recent performance review, I would like to outline a Performance Enhancement Strategy designed to assist you in achieving your professional goals and improving your overall performance in your role.

Goals

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

Action Items

1. [Action Item 1]
2. [Action Item 2]
3. [Action Item 3]

Support and Resources

We will provide the following support to help you succeed:

- [Resource 1]
- [Resource 2]
- [Resource 3]

Review Timeline

We will schedule check-in meetings every [frequency] to assess progress and make any necessary adjustments to this strategy.

If you have any questions or need further clarification regarding this strategy, please do not hesitate to reach out. I am here to support you in your development.

Best regards,

[Supervisor's Name]

[Title]

[Company Name]