

Teamwork Target Determination Letter

Date: [Insert Date]

To: [Team Member Names]

From: [Your Name]

Subject: Setting Our Team Goals

Dear Team,

I hope this message finds you well. As we move forward with our new project, it is crucial that we come together to establish clear objectives that will guide our efforts and enhance our teamwork.

After careful consideration, I propose the following targets for our team:

- Target 1: [Description of Target 1]
- Target 2: [Description of Target 2]
- Target 3: [Description of Target 3]

Let's schedule a meeting to discuss these targets further and ensure that everyone's input is incorporated. Please share your availability for the upcoming week.

Together, I believe we can achieve outstanding results by collaborating effectively and staying focused on our goals. Thank you for your dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]