To: [Recipient Name/Executive Leadership]

From: [Your Name/Department Head]

Date: [Date]

Subject: Formal Assessment: Impact of Missed Targets on Departmental Business Goals

Dear [Recipient Name],

This letter serves to formally outline the implications of the missed performance targets for the period of [Time Period] and their specific impact on our overall departmental business goals.

1. Identification of Missed Targets
The following Key Performance Indicators (KPIs) were not met:

- [Target 1]: Achieved [Value] vs. Goal of [Value]
- [Target 2]: Achieved [Value] vs. Goal of [Value]

2. Impact on Business Goals
The shortfall in these areas has resulted in the following operational and strategic impacts:

- **Financial:** [Describe budget variances, lost revenue, or increased costs].
- **Timeline:** [Detail delays in project delivery or product launches].
- **Resource Allocation:** [Explain how personnel or assets were diverted to address the shortfall].

3. Root Cause Analysis
Our internal review indicates that the primary factors contributing to these results were [Factor A] and [Factor B].

4. Mitigation and Corrective Action
To realign with our annual business goals, the department is implementing the following measures:

- [Action Item 1]
- [Action Item 2]

We remain committed to recovering these metrics by [Target Date] and ensuring that the long-term strategic objectives of the department are maintained.

Sincerely,

[Your Signature]
[Your Job Title]