

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Initial Role Performance Expectations

Dear [Employee Name],

Welcome to the team. The purpose of this letter is to clearly outline the performance expectations and key objectives for your role as [Job Title] during your initial [Number, e.g., 90] days of employment.

1. Primary Responsibilities

In this role, your core focus will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

2. Key Objectives (First 30/60/90 Days)

To ensure a successful transition, we have set the following milestones:

- **30 Days:** [e.g., Complete all mandatory training and software setup.]
- **60 Days:** [e.g., Take ownership of one specific project or recurring task.]
- **90 Days:** [e.g., Achieve full competency in core duties and meet initial KPIs.]

3. Performance Standards

You will be evaluated based on the following criteria:

- **Quality:** Accuracy and thoroughness of completed work.
- **Communication:** Proactive updates to the team and responsiveness to feedback.
- **Dependability:** Adherence to schedules and meeting deadlines.

4. Support and Feedback

We will meet [Weekly/Bi-weekly] to discuss your progress and address any questions. Please do not hesitate to reach out to me or [Mentor Name] if you require additional resources or guidance.

I look forward to your contributions to the team.

Sincerely,

[Manager Signature]

[Manager Name]
[Title]