

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Annual Performance Goals and Expectations for [Year]

Dear [Employee Name],

The purpose of this letter is to outline your performance goals and professional expectations for the upcoming fiscal year, beginning [Start Date] and ending [End Date]. These objectives are designed to align your individual contributions with our department's strategic priorities.

1. Key Performance Goals

- **Goal 1:** [Insert specific, measurable goal here].
- **Goal 2:** [Insert specific, measurable goal here].
- **Goal 3:** [Insert specific, measurable goal here].

2. Professional Competencies and Expectations

Beyond specific project tasks, you are expected to demonstrate the following core competencies:

- **Communication:** [Describe expectations regarding reporting and collaboration].
- **Quality of Work:** [Describe expectations regarding accuracy and standards].
- **Professional Development:** [Insert required training or skill acquisition].

3. Support and Monitoring

We will meet on a [Monthly/Quarterly] basis to review your progress against these goals. If you require specific resources, tools, or additional training to achieve these objectives, please notify me by [Insert Date].

I look forward to your contributions this year and am confident in your ability to meet these challenges.

Sincerely,

[Manager Signature]

[Manager Title]

Employee Acknowledgment:

I have reviewed these goals and expectations and understand that my performance will be evaluated based on these criteria.

Signature: _____ Date: _____