

To: [Employee Name]

From: [Manager Name]

Date: [Date]

Subject: Letter of Expectations for Leadership Performance

Dear [Employee Name],

The purpose of this letter is to formally outline the leadership performance expectations required for your role as [Job Title]. This document serves as a guide to help you align your professional conduct and management style with the standards of [Company Name].

1. Strategic Thinking and Decision Making

You are expected to look beyond daily tasks to identify long-term goals. Decisions should be made based on data, organizational impact, and the timely resolution of challenges.

2. Team Development and Empowerment

As a leader, you must mentor your direct reports, provide regular constructive feedback, and delegate tasks effectively. It is expected that you foster an environment of growth and accountability.

3. Communication and Transparency

Clear and consistent communication is mandatory. You are expected to keep your team informed of organizational changes, listen to feedback, and represent the department professionally in inter-departmental meetings.

4. Emotional Intelligence and Conflict Resolution

You are expected to maintain composure under pressure and address interpersonal conflicts within the team immediately and fairly. Professionalism must be maintained in all interactions.

5. Operational Excellence

You are responsible for ensuring that your team meets all deadlines and performance KPIs. This includes efficient resource management and adherence to the departmental budget.

Next Steps:

We will meet on a [Weekly/Monthly] basis starting [Date] to review your progress against these expectations. Please note that this letter is not a formal disciplinary action, but a tool to ensure your success in this leadership position.

Please sign below to acknowledge that you have received and understood these expectations.

[Employee Signature]

[Date]

Cc: Human Resources