



Inter-Office Memo

From: Jonathan Miller, Senior Project Manager

To: Eric Larson, Department Head

Date: October 15, 2020

Subject: Q3 Performance Review Preparation

Dear Eric,

I hope this message finds you well. As we approach the end of Q3, it is important we get on to prepare for the upcoming performance review meetings scheduled for the week of October 19, 2020.

Purpose of Review

The quarterly performance review is a valuable opportunity for us to engage in constructive dialogue regarding individual and team accomplishments, area challenges encountered, and future development goals for Q4.

Preparation Details

- **Self-Assessment Reports:** All team members are requested to submit a self-assessment report by October 16, 2020. The document should discuss key accomplishments, areas for improvement, and personal objectives for the forthcoming quarter.
- **Departmental KPIs:** Each department head should prepare a detailed presentation summarizing the top performance indicators, targets achieved, and discrepancies between projected and actual outcomes, and strategies implemented in response to unforeseen challenges.
- **Client Feedback:** The Customer Feedback team is compiling all client feedback received during the quarter. This invaluable information will form a critical part of our review process, allowing us to align more closely with our clients' expectations and industry demands.
- **Agenda for Review Meeting:** We will circulate a meeting agenda by October 16, 2020, providing a framework for the discussion and ensuring all pertinent points are addressed.

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not be confused with an invoice which can be issued even before the payment is made