



Inter-Office Memo

From: Assistant Manager, Project Manager

To: Mr. Larson, Department Head

Date: October 10, 2023

Subject: Q3 Performance Review Report

Dear Sir,

Please find the message below you will be an append to the end of Q3, the document aims to present the upcoming performance review meeting information and meet on October 15, 2023.

Message of Review

The quarterly performance review is an valuable opportunity for us to engage in constructive dialogue regarding individual and team performance and development needs, and define improvement goals for the

Preparation Details

- Self-Assessment Report:** All team members are required to submit a self-assessment report by October 10, 2023. This document should include self-assessments, areas for development, and personal objectives for the following quarter.
- Review Session:** Each department head should prepare a summary presentation summarizing the key performance indicators, targets achieved, and the connection between presented and actual outcomes, and strategies implemented in response to identified challenges.
- Client Feedback:** The Customer Relations team is conducting an internal review during the quarter. The results will be shared with all members of our sales team, allowing us to align them closely with our client's requirements and industry concerns.
- Report for Review Meeting:** We will include a meeting agenda by October 10, 2023, providing a framework for the discussion and review of departmental performance.

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