



Inter-Office Memo

From: Assistant Manager, Project Manager

To: Mr. Larson, Department Head

Date: October 10, 2023

Subject: Q3 Performance Review Preparation

Dear Mr. Larson,

I hope this message finds you well. We are approaching the end of Q3, and it is time to start preparing for the upcoming performance review meeting scheduled for the week of October 15, 2023.

Objective of Review:

The quarterly performance review is an excellent opportunity for us to engage in constructive dialogue regarding individual and team performance, and to align on next steps and future development goals for the team.

Preparation Details:

- Self-Assessment Report:** All team members are required to submit a self-assessment report by October 20, 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 team performance indicators, major achievements, and the connection between presented data and outcomes, and strategies implemented in response to identified challenges.
- Client Feedback:** The Customer Relations team is conducting client feedback sessions during the quarter. The results will be shared with all team members, allowing us to align them closely with our client's experiences and feedback.
- 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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