

# Memo Writing for Business

---

To: Department Heads

From: Susan Lee, CEO

Date: February 5, 2025

Subject: Implementation of Quarterly Performance Reviews

As part of our ongoing efforts to enhance organizational efficiency and employee satisfaction, we are introducing quarterly performance reviews across all departments. This initiative aims to foster a more dynamic, responsive, and transparent work environment, ensuring that our strategic objectives align with individual employee goals.

The new performance review system will focus on providing timely feedback, recognizing achievements, and identifying areas for improvement. By moving to a quarterly review cycle, we hope to create a more engaged workforce and rapidly adapt our strategies to the ever-changing business landscape.

## Implementation Details:

- **Review Schedule:** The first review will be conducted in April 2025. Subsequent reviews will follow at three-month intervals.
- **Review Process:** Each review will include a self-assessment component, a supervisor evaluation, and a one-on-one discussion to set goals for the next quarter.
- **Performance Metrics:** We will use a combination of qualitative assessments and quantitative metrics tailored to each department's specific roles and responsibilities.

## Preparation:

- **Training for Reviewers:** To ensure that all department heads are prepared, we will hold training sessions on March 15, 2025. These sessions will cover the new review protocols, effective feedback techniques, and goal-setting strategies.
- **Review Documents:** Customized review templates will be distributed by March 20, 2025, to standardize the evaluation process and ensure that it aligns with our corporate goals.

### **Expectations Moving Forward:**

- **Transparency and Communication:** Clear, open communication about performance and expectations is crucial. Supervisors are expected to provide constructive, actionable feedback during each review.
- **Employee Development:** Reviews should be used as a tool for significant professional growth and development, not just an evaluation tool.
- **Adaptability:** We must be flexible and willing to adjust our approaches based on review outcomes and business needs.

The success of this initiative depends on active participation and commitment from all department heads. Your feedback and suggestions are invaluable as we refine the review process moving forward. Please ensure that your teams are informed about these changes and understand the benefits of this new approach.

Let's use this opportunity to reinforce our commitment to continuous improvement and excellence. I am confident that with your support, this transition will lead to significant benefits for our company and all employees.

Please reach out to the HR department with any immediate questions or concerns regarding the implementation of the new performance review system.

Attachments: Performance Review Guidelines, Training Session Agenda