

## 2023 Unclassified Staff Performance Plan Letter

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

As a part of the annual evaluation cycle, planning is an important step to ensure that each employee understands expectations for the role. This memo is to specify your performance goals and expectations for the upcoming performance year, January 1, 2023 – December 31, 2023.

Performance Objectives:

We are looking forward to another productive year and I appreciate the efforts that you provide to our institution. Please let me know if you would like to discuss this information or any part of your contributions to LSU Health Sciences Center.

Sincerely,

I, \_\_\_\_\_, agree to accept the outlined performance expectations for the upcoming performance year, January 1, 2023 – December 31, 2023.

\_\_\_\_\_

Employee Signature & Date