

Hey (name),

Following our quarterly review as discussed these are the areas that we would like you to focus on for the next 90 days. Here is the link to the review for your reference:
(link here)

(List off action plan here)

(insert company announcements)

I have also attached your role so you are clear on our expectations and what success looks like.

Please let me know if you need any further training and support.

Looking forward to a massive quarter.

Best,

(name)