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Dear \_\_\_\_\_,

I am setting up a 30-minute meeting for us to discuss your personal, professional, and financial (PFP) goals. Our organization operates under the fundamental Philosophy that our team will be more inspired and motivated to do great things if their work is relevant and meaningful to them.

My role in this process is to learn more about your interests and aspirations, and to align them with the operating strategy of our team and the organization as a whole. By aligning our goals in this way, we grow together.

Once you share your goals with me, you can expect me to take them seriously. I will do everything in my ability to inspire, motivate and support you in achieving your goals, including holding you accountable to them. Please keep this in mind as you think through your goals, and only share those that you're truly willing to commit to pursuing.

It is my primary job to develop you to your highest potential, and to help you grow and attain your goal. It is your choice as to what you want to share, but the better my understanding of your goals, the better we can work together to accomplish them.

Please review the below S.M.A.R.T. goal training as you as you consider your goals. I look forward to meeting with you and discovering how we can accomplish remarkable things together.

Sincerely,

Thomas Venuto