

# Sales Target Achievement Report - Monthly

Month:

June 2024

Department:

Retail Sales

Prepared By:

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Date:

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## Team Sales Performance

Salesperson	Target (USD)	Achieved (USD)	Achievement (%)	Remarks
Alex Smith	15,000	14,200	94.7%	Consistent performer
Maria Gomez	13,000	14,500	111.5%	Target exceeded
John Carter	12,000	9,200	76.7%	Needs improvement
Sophia Lin	16,000	15,900	99.4%	Near target
<b>Total / Avg</b>	<b>56,000</b>	<b>53,800</b>	<b>96.1%</b>	

## Highlights & Summary

The team achieved 96.1% of the collective sales target for June 2024. Two members were very close to target, one exceeded expectation, while one requires additional support and improvement.

- This document provides a transparent overview of individual and team sales performance against targets for the month.
- It is used for internal review, performance tracking, and as the basis for sales incentives or improvement plans.
- Consistency in data update and accuracy is critical; always verify figures before distribution.
- Achievement percentage is calculated as:  $(\text{Achieved} / \text{Target}) \times 100$ .
- Custom remarks help highlight strengths and areas for improvement for each team member.