

# Board Member Performance Evaluation

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Performance Evaluation

Dear [Board Member's Name],

As part of our ongoing commitment to excellence and accountability within the board, we have conducted a performance evaluation for your tenure as a board member for the period of [insert period]. This letter aims to summarize the results and provide feedback on your contributions.

## Performance Highlights:

- Attendance at meetings: [Insert details]
- Engagement in discussions: [Insert details]
- Contribution to strategic planning: [Insert details]
- Advocacy for the organization: [Insert details]
- Compliance with governance policies: [Insert details]

## Areas for Improvement:

- Increased participation in committees: [Insert suggestions]
- Improvement in communication with stakeholders: [Insert suggestions]

Overall, your performance has been [Insert overall performance assessment]. We appreciate your dedication and look forward to your continued contribution to our board.

Thank you for your commitment.

Sincerely,

[Your Name]

[Your Position]