

Annual Performance Assessment

Date: [Insert Date]

To: [Director's Name]

From: [Your Name]

Position: [Your Position]

Subject: Annual Board Director Performance Assessment

Introduction

Dear [Director's Name],

As part of our annual review process, we would like to take this opportunity to assess your performance as a member of the Board of Directors for the year [Insert Year].

Assessment Criteria

- Leadership and Governance
- Strategic Contribution
- Financial Oversight
- Stakeholder Engagement
- Communication Skills
- Commitment and Participation

Performance Summary

[Insert Summary of Performance for Each Criterion]

Strengths

[Detail the Strengths Demonstrated During the Year]

Areas for Improvement

[Outline Areas for Improvement and Suggested Development Strategies]

Conclusion

Thank you for your contributions to the Board this year. Please feel free to reach out if you would like to discuss this assessment further.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]