

# Annual Performance Summary

Date: [Insert Date]

To: [Board Director's Name]

From: [Chairperson's Name]

Subject: Annual Performance Summary for [Year]

**Dear [Board Director's Name],**

As we conclude the year [Insert Year], I would like to take this opportunity to provide you with a summary of your performance as a board director.

## **Key Contributions:**

- [Contribution 1]
- [Contribution 2]
- [Contribution 3]

## **Strengths:**

- [Strength 1]
- [Strength 2]
- [Strength 3]

## **Areas for Improvement:**

- [Improvement Area 1]
- [Improvement Area 2]
- [Improvement Area 3]

Overall, your contributions have been invaluable to the board and the organization. We appreciate your dedication and commitment.

Thank you for your hard work and looking forward to another successful year ahead.

**Sincerely,**

[Chairperson's Name]

[Chairperson's Title]

[Organization Name]