

# Performance Review Process for Board Directors

Date: [Insert Date]

To: [Board Director's Name]

Dear [Board Director's Name],

As part of our ongoing commitment to organizational excellence and accountability, we are initiating the performance review process for our board directors. This review is designed to assess your contributions, effectiveness, and leadership within the board.

## Review Process Overview

- Self-Assessment:** Please complete the self-assessment form attached to this letter by [Insert Deadline].
- Peer Feedback:** In the coming weeks, you will receive feedback questionnaires from fellow board members.
- Scheduled Review Meeting:** A one-on-one meeting will be scheduled for [Insert Date] to discuss the findings and your future goals.

## Key Areas of Evaluation

- Contribution to Board Meetings
- Strategic Leadership
- Teamwork and Collaboration
- Engagement with Stakeholders
- Compliance and Risk Management

We appreciate your dedication and look forward to your honest reflections as part of this review. Should you have any questions regarding this process, please feel free to reach out.

Thank you for your commitment to our organization.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]