

Board Member Salary Appraisal Process

Date: [Insert Date]

To: [Board Member Name]

From: [Your Name]

Subject: Salary Appraisal Process Notification

Dear [Board Member Name],

We would like to inform you that the salary appraisal process for board members will commence on [insert start date]. This process is essential in ensuring that our compensation structure remains competitive and fair, reflecting the contributions of each member.

As part of this process, we kindly ask you to submit any relevant materials that outline your contributions, achievements, and any additional responsibilities you have undertaken during the past year by [insert submission deadline].

The appraisal committee will review all submissions in accordance with our guidelines and a follow-up meeting will be scheduled to discuss findings and recommendations

Thank you for your ongoing commitment and contributions to our board.

Kind regards,

[Your Name]

[Your Position]

[Your Organization]