

Director Pay Review

Date: [Insert Date]

To: [Director's Name]

From: [Your Name]

Subject: Annual Pay Review for Governance Purposes

Dear [Director's Name],

As part of our annual governance practices, we are conducting a review of the compensation package for directors within the organization. This review aims to ensure alignment with our strategic objectives, market standards, and compliance with regulatory requirements.

In preparation for this review, we would like to gather information regarding your current role, achievements, and any additional contributions that may warrant consideration in this year's compensation evaluation. Please provide the following:

- Summary of key accomplishments over the past year.
- Any additional roles or responsibilities undertaken.
- Market compensation data you may have access to.

We appreciate your contributions to the organization and look forward to your input on this important matter. Please respond by [Insert Response Date] to ensure timely review and consideration.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]