

Leadership Effectiveness Appraisal

Date: [Insert Date]

[Director's Name]

[Director's Title]

[Company Name]

[Company Address]

Dear [Director's Name],

As part of our commitment to ensure the effectiveness and growth of our leadership team, we are conducting a leadership effectiveness appraisal for all board directors. This appraisal aims to evaluate your performance, contributions, and overall impact on the organization.

Below, you will find key areas of evaluation:

- **Vision and Strategic Direction:** Assessing clarity in vision and strategic planning.
- **Communication:** Effectiveness in sharing information and engaging stakeholders.
- **Decision Making:** Ability to make timely and impactful decisions.
- **Collaboration:** Encouraging teamwork and fostering positive relationships.
- **Accountability:** Taking responsibility for actions and outcomes.

Your input and self-reflection in each area will provide valuable insights. We would appreciate your feedback by [insert feedback deadline]. Please complete the attached appraisal form and return it to [insert return method].

We thank you for your dedication and contributions to [Company Name]. Your leadership is instrumental in our success, and we look forward to your continued growth.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]