

Franchisee Team Structure Appraisal

Date: [Insert Date]

To: [Franchisee Name]

Address: [Franchisee Address]

Dear [Franchisee Name],

We are pleased to conduct a comprehensive appraisal of the team structure within your franchise operation. This assessment aims to enhance efficiency, improve team dynamics, and align with our overall business objectives.

Appraisal Overview

The appraisal will cover the following key areas:

- Team Roles and Responsibilities
- Communication Effectiveness
- Performance Metrics
- Training and Development Opportunities
- Overall Team Morale

Process

The appraisal process will include:

1. Individual Assessments - Conducting interviews with team members.
2. Observation - Experiencing team dynamics firsthand.
3. Surveys - Distributing anonymous surveys for honest feedback.
4. Analysis - Reviewing collected data to identify strengths and areas for improvement.

Timeline

The entire appraisal process is expected to take [Insert Timeframe]. We will keep you informed at each stage and look forward to your support in facilitating this review.

Thank you for your cooperation and commitment to enhancing our franchise performance.

Sincerely,

[Your Name]

[Your Title]

[Company Name]
[Contact Information]