

Accountability Reporting Authorization for Performance Evaluation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

Subject: Accountability Reporting Authorization for Performance Evaluation

I am writing to formally authorize [Recipient's Name] to undertake accountability reporting on my behalf for the purpose of performance evaluation. This authorization is effective from [Start Date] and will remain in effect until [End Date] or until revoked in writing.

This authorization allows [Recipient's Name] to collect, analyze, and report on all necessary data related to my performance within [Company/Organization Name]. I trust that this will facilitate a thorough and unbiased evaluation.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Your Phone Number]

[Your Email Address]