

Consultancy Involvement Review

Date: [Insert Date]

To: [Consultant's Name]

From: [Your Name]

Subject: Review of Consultancy Involvement

Dear [Consultant's Name],

I hope this message finds you well. As part of our regular review process, we are conducting an assessment of your consultancy involvement with [Company/Organization Name]. This review aims to evaluate the contributions made and identify areas for improvement.

Consultancy Details

Consultancy Duration: [Insert Duration]

Project Involvement: [Insert Project Details]

Contributions

- [Contribution 1]
- [Contribution 2]
- [Contribution 3]

Areas for Improvement

- [Area 1]
- [Area 2]
- [Area 3]

We value your expertise and look forward to your feedback on how we can enhance our collaboration. Please share your insights by [Insert Deadline].

Thank you for your ongoing commitment and contributions.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]