

Performance Review for Executive Leadership Team

Date: [Insert Date]

To: [Executive Leadership Team Member Names]

From: [Your Name / Review Committee]

Subject: Annual Performance Review

Overview

The purpose of this letter is to provide an evaluation of the performance of the Executive Leadership Team over the past year.

Performance Evaluation Criteria

- Leadership and Vision
- Strategic Planning and Execution
- Financial Performance
- Employee Engagement
- Stakeholder Relations

Comments per Criterion

1. Leadership and Vision

[Insert comments]

2. Strategic Planning and Execution

[Insert comments]

3. Financial Performance

[Insert comments]

4. Employee Engagement

[Insert comments]

5. Stakeholder Relations

[Insert comments]

Overall Performance Summary

[Insert summary of overall performance]

Goals for the Upcoming Year

[Insert goals and areas for improvement]

Closing Remarks

Thank you for your dedication and hard work. We look forward to achieving new heights together in the upcoming year.

Sincerely,

[Your Name]

[Your Title]