

Standard Performance Review Policy Announcement

Subject: Annual Performance Review Policy - Effective [Date]

Dear Team Members,

We are pleased to share our updated Performance Review Policy, which will take effect on [Date].

This policy outlines our commitment to fair, consistent, and meaningful performance evaluations that support your professional growth and align with our organizational objectives.

Our performance review process will occur [frequency - annually/semi-annually/quarterly], with evaluations scheduled during [specific months/periods]. All employees who have been with the company for at least [time period] will participate in formal reviews conducted by their direct supervisors.

The review process includes self-assessments, manager evaluations, goal-setting sessions, and development planning. We have designed this system to provide you with constructive feedback, recognize your achievements, and identify opportunities for growth and advancement.

Key dates for this review cycle are: Self-assessment submissions due by [date], manager reviews completed by [date], and review meetings conducted between [date range]. Detailed guidelines, evaluation forms, and rating criteria are available on our HR portal.

We encourage you to review the complete policy document attached to this message and reach out to Human Resources with any questions. Your participation and honest feedback are essential to making this process valuable for everyone.

Thank you for your continued dedication and contributions to our success.

Best regards,

[Name]

[Title]

Human Resources Department

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