

Performance Review Policy Update Notification

Subject: Important Updates to Our Performance Review Process

Dear Colleagues,

We are writing to inform you of significant updates to our Performance Review Policy, effective [Date]. These changes reflect our commitment to continuous improvement and have been developed based on employee feedback and industry best practices.

Major changes include: [1] Implementation of a 360-degree feedback component allowing peer and subordinate input, [2] Introduction of quarterly check-ins in addition to annual reviews, [3] Updated rating scales that better reflect performance nuances, [4] Enhanced focus on development planning and career pathing, and [5] New calibration sessions to ensure consistency across departments.

The revised policy maintains our core values of fairness, transparency, and growth orientation while addressing areas where employees indicated they wanted more frequent feedback and clearer development opportunities. We believe these enhancements will make the review process more meaningful and actionable for everyone.

All managers will receive training on the new procedures during sessions scheduled for [dates]. Employees will have access to informational webinars and updated documentation through our learning management system starting [date].

We understand that change can raise questions, so we have scheduled open forum sessions on [dates] where you can discuss these updates with HR representatives. You may also submit questions anonymously through our HR portal.

Your success is our priority, and we are confident these improvements will better support your professional development and career aspirations.

Warm regards,

[Name]

[Title]

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