

Performance Review Postponement Notice

Subject: Temporary Postponement of Performance Review Cycle

Dear All,

Due to [specific reason: organizational restructuring/system implementation/extraordinary circumstances], we are postponing the scheduled performance review cycle that was set to begin on [original date].

The new timeline for performance reviews is as follows: reviews will now commence on [new start date] with completion targeted by [new end date]. This represents a [duration] delay from our original schedule. All other aspects of the review process—criteria, forms, procedures, and rating systems—remain unchanged.

We understand this postponement may cause concerns, particularly regarding any compensation adjustments tied to review outcomes. Please be assured that any merit increases or bonuses resulting from these reviews will be retroactive to [date], ensuring no financial impact from the delay.

The reason for this postponement is [brief, honest explanation]. We believe taking this additional time will allow us to conduct more thorough and meaningful evaluations that truly reflect your contributions during [period].

Managers will receive updated timelines and deadlines shortly. Employees who have already completed self-assessments do not need to redo them; your submissions will be retained and remain valid for the rescheduled cycle.

We apologize for any inconvenience this delay may cause and appreciate your understanding and patience. If you have specific concerns about how this postponement affects you personally, please contact HR at [contact information].

Thank you for your continued professionalism and dedication.

Regards,

[Name]

Senior Leadership Team

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