

[Date]

[Recipient Name]

[Recipient Title]

[Department/Organization]

[Address]

Subject: Advisory Regarding Qualitative Framework Adjustments

Dear [Recipient Name],

This letter serves as a formal advisory regarding upcoming adjustments to our qualitative evaluation framework. Following a comprehensive review of our current assessment methodologies, we have identified key areas requiring alignment with evolving organizational objectives and industry standards.

The primary adjustments include:

- **Criteria Re-weighting:** Shift in emphasis toward [Specific Metric, e.g., Innovation/Risk Management].
- **Data Integration:** Implementation of new subjective benchmarks to complement quantitative outputs.
- **Reporting Frequency:** Transition to a [Weekly/Monthly/Quarterly] review cycle for qualitative insights.

These modifications are designed to enhance the accuracy of our non-numerical performance indicators and provide a more holistic view of operational impact. We anticipate that these changes will result in more nuanced decision-making capabilities across all relevant departments.

The updated framework will be implemented effective [Start Date]. Please ensure that your team is briefed on these changes to maintain consistency in reporting and evaluation processes.

If you require detailed documentation or wish to schedule a briefing regarding these adjustments, please contact [Contact Person/Department] by [Date].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]