

[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]

Subject: Review of Leadership Style and Cultural Integration

Dear [Recipient Name],

As part of our commitment to organizational development, this letter serves as a formal review of your leadership style and your progress in integrating into the company culture during the period of [Start Date] to [End Date].

Leadership Style Assessment:

Based on feedback from your team and peers, your leadership style has been observed as [insert style, e.g., collaborative/transformational/authoritative]. Key strengths noted include [Strength 1] and [Strength 2]. Areas for further refinement include [Area for Improvement].

Cultural Integration Progress:

Regarding your alignment with our core values, you have demonstrated a strong commitment to [Core Value 1]. We have observed your efforts to foster a sense of belonging through [Specific Action]. To further deepen this integration, we suggest focusing on [Specific Cultural Goal].

Future Objectives:

To continue your growth within [Company Name], we have outlined the following objectives:

- [Objective 1]
- [Objective 2]

We value your contribution to the leadership team and are committed to supporting your professional journey. We will schedule a follow-up meeting on [Date] to discuss this review in more detail.

Sincerely,

[Your Name]
[Your Title]
[Company Name]