Subject:

Completed Information Technology Leader Co.,Ltd. readiness review (CASID xyz)

Dear <sponsor name>

It was a pleasure speaking to you and working with you over the past months.

Thank you for the information you and your team have provided thus far to prepare your appraisal.

There may still be minor updates to the appraisal plan as we progress during the appraisal this week and next week.

I have completed the final readiness review over the past few days, and I am satisfied that we can continue the appraisal as planned.

The appraisal team will start phase 2 activities (document reviews) of the appraisal from the <START DATE>.

I am attaching the final appraisal plan for your review and approval.

Actions required:

* Sign the v02\_Appraisal-Sponsor-and-Responsibility document and return it to me. Also sign it online in CAS
* Sign the v02\_Appraisal Confidentiality Agreement Template and return it to me. Also sign it online in CAS
* Approve the appraisal plan online in CAS

I am looking forward to meeting with you again soon.

Warm regards, Pieter