

Executive Evaluation Memorandum

Senior Director, Global Operations Programs

To: Executive Evaluation Committee

From: Melissa Collante Rodriguez

Date: January 8, 2026

Subject: Executive Operational and Leadership Evaluation – Acknowledgment and Readiness

I am writing to formally acknowledge the upcoming executive operational and leadership evaluation phase for the Senior Director, Global Operations Programs role, and to confirm my readiness to proceed in accordance with the outlined expectations and timelines.

I understand that this phase is intended to assess leadership maturity, operational judgment, and the ability to design and lead global programs across complex, multi-regional environments. I welcome this evaluation and view it as an opportunity to demonstrate how I approach global operations, decision-making at scale, governance, risk management, and sustainable execution.

As requested, I have prepared and consolidated the required materials — including my Operations Leadership Philosophy, Executive Introduction Video, and this memorandum — through the Operations Integration Code to support a secure and efficient review process.

I am fully available to participate in the next stages of the evaluation and remain aligned with the proposed timelines. Should additional information or clarification be required at any point, I am prepared to respond promptly.

Thank you for the opportunity to continue in this process. I look forward to the next steps.

Respectfully,

Melissa Collante Rodriguez

Signed by:



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