RESEARCH PROJECT

1. Kindly permit me to introduce myself as a Researcher carrying out a study into the 'Executive Performance Appraisal System' as part of the programme for my Ph.D. under the Bharatiar University, Coimbatore. A copy of the letter to that effect is enclosed for your kind perusal.

2. The study will look into the present system of performance appraisal being followed for the top level managerial appointments (e.g. Chief Executive, CEs, Dy CEs, AGMs, Managers) in the various organisations in Coimbatore area. It will mainly consist of familiarising with the system in vogue by studying the current procedures and formats, by collecting replies to a questionnaire from the executives, interviewing the managers i/c Personnel/HRD Dept and if need be, discussing the subject with the MD/Chairman of the Organisations.

3. In connection with the said research, we have selected your esteemed organisation as one of the units for collection of data. As this study is being attempted for the first time and the research findings would be of immense use to the industry and the University, I would be grateful if you could kindly accord me necessary clearance and permission to visit your organisation to carry out the study and meet the concerned executives.

4. The study will commence from May 95 and will continue till end of the year. After your permission, I will fix up my visits by prior appointments with the concerned executives/Manager i/c Personnel/HRD Dept of the organisation.

5. In order to get an early response from you,

Thanking you

Yours faithfully,

[Signature]