

Appraisal Letter Format

The following is a sample of the format you can expect to see in a performance appraisal letter from your company's human resources department:

To,
Employee Name
Work Designation
Company name
Location
Appraisal letter date

From,

Manager name
Work Designation
Company name
Location

Subject: Appraisal Letter for performance evaluation

Dear Mr./Ms. Name of Employee,

This letter of appraisal is being sent to you from our organisation. We appreciate all you have done to help our business succeed, and we value your contributions.

In 20XX-20XX, you have excelled in every way imaginable. In acknowledgement of this, we've decided to enhance your compensation by Rs. XXXXX. It will start at the beginning of next month.

Please accept my sincere appreciation for the effort you've put into your job. We are incredibly pleased to have you as a team member and look forward to your future contributions.

If you have any questions, email me or come to my office.

Regards,
Manager name
Manager
Company name