

Follow-Up on Appraisal Discussion

Dear [Employee's Name],

I hope this message finds you well. I wanted to take a moment to follow up on our recent appraisal discussion held on [Date]. I appreciate your openness and the valuable insights you shared during our meeting.

As we discussed, I would like to highlight the following key points:

- Your achievements in [specific project or task].
- The areas for improvement we identified, particularly in [specific skills or responsibilities].
- The goals we set for the upcoming period, including [specific goals].

Please feel free to reach out if you have any questions or need further clarification on any points we covered. I'm here to support you and ensure that you have the resources necessary for your continued success.

Thank you once again for your commitment and hard work.

Best regards,

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