

Appraisal Outcome Notification

Dear [Employee's Name],

We appreciate your hard work and dedication over the past year. After a thorough review of your performance, we would like to share the outcome of your appraisal.

Appraisal Outcome:

Your overall performance has been rated as [Performance Rating], which reflects your contributions to the team and the organization.

Key Highlights:

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

Areas for Improvement:

- [Improvement Area 1]
- [Improvement Area 2]

Next Steps:

We encourage you to focus on the areas for improvement and continue to excel in your strengths. Please feel free to reach out if you have any questions or would like to discuss your appraisal further.

Thank you once again for your contributions. We look forward to seeing your continued growth and success in the coming year.

Best regards,

[Your Name]

[Your Position]

[Company Name]