

# Performance Appraisal Feedback

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Dear [Employee Name],

As part of our performance appraisal process, we have conducted a thorough salary benchmarking review to ensure that our compensation packages remain competitive and fair. We appreciate your hard work and dedication over the past year.

Based on the data collected from industry standards and market analysis, we have assessed your current salary in comparison to your role and contributions to the company. Here are the key findings:

- **Current Salary:** [Insert Current Salary]
- **Benchmark Salary Range:** [Insert Range]
- **Your Performance Rating:** [Insert Rating]

Considering the above findings and your performance, we would like to discuss possible adjustments to your compensation to more accurately reflect your contributions and ensure alignment with market standards.

We will schedule a meeting to discuss this in more detail and provide you with an opportunity to address any questions or concerns you may have.

Thank you for your contributions to [Company Name]. We look forward to our meeting.

Best regards,

[Your Name]

[Your Position]

[Company Name]