

Project Deliverable Performance Appraisal

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Performance Appraisal for [Project Name]

Dear [Recipient's Name],

I am writing to provide an appraisal of the performance regarding the deliverables of the [Project Name] project.

Project Overview

[Briefly describe the project's scope, objectives, and timeline.]

Performance Highlights

- [Highlight Key Deliverable 1 - Description of Achievements]
- [Highlight Key Deliverable 2 - Description of Achievements]
- [Highlight Key Deliverable 3 - Description of Achievements]

Areas for Improvement

- [Area of Improvement 1 - Description]
- [Area of Improvement 2 - Description]

Overall Assessment

[Provide a summary of the overall performance, including strengths and areas for improvement.]

Thank you for your hard work and dedication to this project. I look forward to discussing your performance further.

Best regards,

[Your Name]

[Your Position]

[Your Company]