

# Appraisal Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your performance appraisal for the review period of [Insert Period]. After careful consideration of your contributions and accomplishments, we would like to extend our appreciation for your hard work and dedication.

Your efforts have significantly benefited our team, particularly in the areas of [specific achievements or projects]. We recognize your commitment to excellence and growth within the organization.

As a result of your outstanding performance, we are excited to inform you of a salary increase of [Insert Percentage or Amount] effective [Insert Date]. Additionally, we encourage you to continue pursuing professional development opportunities and aim for greater achievements in the coming year.

Thank you for your valuable contributions to our team. We look forward to seeing your continued growth and success at [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]