

# Appraisal Letter

Date: [Insert Date]

To: [Employee's Name]

Position: Sales Associate

Dear [Employee's Name],

We are pleased to inform you that after reviewing your performance for the past year, we have concluded your annual appraisal process.

Your dedication and commitment to achieving sales targets have not gone unnoticed. You have consistently demonstrated strong customer service skills, contributed to team goals, and positively influenced our sales growth.

We are excited to offer you a [Insert Bonus/Salary Increase/Promotion, if applicable] in recognition of your hard work and achievements. Your new compensation will take effect on [Insert Date].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]