

Performance Appraisal Verification Letter

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

This letter serves to verify the upcoming performance appraisal discussion for [Employee's Name] scheduled on [Date of Meeting] at [Time of Meeting]. The purpose of this meeting is to assess [Employee's Name]'s performance over the past appraisal period, discuss achievements, address areas of improvement, and set future goals.

We appreciate your participation and valuable insights during this appraisal process. If you have any questions or require further information prior to the meeting, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Company's Name]