

# Military Service Appraisal

Date: [Insert Date]

To: [Service Member's Rank and Name]

From: [Supervisor's Rank and Name]

Subject: Appraisal of Military Service

Dear [Service Member's Name],

I hope this letter finds you well. This appraisal serves to formally recognize your dedicated service and contributions to [Unit/Branch Name].

Throughout your tenure, you have consistently demonstrated exemplary performance, commitment, and professionalism. Your leadership in [specific project or situation] was particularly noteworthy, garnering respect from your peers and superiors alike.

Your skills in [specific skills/abilities] have greatly benefited our unit and contributed to our mission success. Additionally, your ability to [mention specific accomplishments or responsibilities] has been commendable.

In closing, I want to express my sincere appreciation for your service. It is an honor to have you as a member of our team, and I look forward to your continued growth and contributions in the future.

Sincerely,

[Supervisor's Name]

[Supervisor's Rank]

[Contact Information]