

Performance Appraisal Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We are pleased to inform you that your performance for the period of [Start Date] to [End Date] has been evaluated. This appraisal reflects your contributions, hard work, and dedication to our team and the organization as a whole.

Performance Highlights

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

Areas for Improvement

- [Improvement Area 1]
- [Improvement Area 2]

Overall, we appreciate your efforts and the professionalism you bring to the workplace. We believe that with continuous improvement, you will achieve even greater success.

We encourage you to discuss this appraisal with your supervisor, [Supervisor's Name], to set goals for the upcoming period.

Thank you for your hard work and commitment.

Sincerely,

[Your Name]

[Your Position]

[Company Name]