

Appraisal Letter

Date: [Insert Date]

To: [Patent Agent's Name]

From: [Your Name]

Subject: Performance Appraisal

Dear [Patent Agent's Name],

I am pleased to provide you with your performance appraisal for the period of [Insert Time Period]. Your contributions as a Patent Agent have been invaluable to our team, and I would like to outline a few key points from your performance.

1. Technical Expertise

Your adept understanding of patent law and your ability to navigate complex patent filings have significantly enhanced our firm's capabilities. Your attention to detail in preparing applications and responses has resulted in a [Insert relevant percentage or outcome].

2. Client Relations

You have shown exceptional skill in managing client relationships. Feedback received from clients indicates a high level of satisfaction with your responsiveness and the quality of your work.

3. Innovation

Your proactive approach in suggesting improvements to our processes has contributed to greater efficiency. The implementation of [Insert specific innovation] has streamlined our operations.

Overall Rating

Based on the criteria above, your overall rating for this appraisal period is [Insert Rating].

We appreciate your dedication and hard work. Please feel free to reach out if you would like to discuss this appraisal further.

Best regards,

[Your Name]
[Your Position]
[Your Company]