

Proposal for Appraisal Session

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a formal appraisal session to evaluate our current processes and performance metrics. The intent of this session is to identify areas where we can improve and enhance overall productivity.

The proposed date for the appraisal session is [Insert Proposed Date]. I believe that gathering our insights and experiences will be invaluable in driving our team's success and aligning our goals.

Please let me know your availability for this session, and if there are any additional topics you would like to cover during our discussion.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]