

Appraisal Feedback

Dear [Employee Name],

I hope this message finds you well. As part of our annual appraisal process, I would like to take a moment to provide you with feedback regarding your contributions to the team's deliverables over the past year.

Throughout this period, you have consistently demonstrated a strong commitment to achieving our team goals. Your ability to [mention specific skills or contributions, e.g., "collaborate effectively with team members" or "innovate solutions for challenging projects"] has significantly impacted our overall success.

Some key highlights of your performance include:

- [Specific deliverable or project name] - [Brief description of their contribution]
- [Specific deliverable or project name] - [Brief description of their contribution]
- [Specific deliverable or project name] - [Brief description of their contribution]

Moreover, your proactive approach to [mention any personal development or skills improvement] has not gone unnoticed, and it has inspired others in the team.

Looking ahead, I encourage you to continue focusing on [mention any areas for improvement or future goals], as this will further enhance your contributions and help you grow in your career.

Thank you for your hard work and dedication. Your efforts play a vital role in our team's success, and I look forward to seeing what you achieve in the coming year.

Best regards,
[Your Name]
[Your Position]