

Academic Performance Appraisal

Date: [Insert Date]

To: [Student's Name]

From: [Instructor's/Professor's Name]

Subject: Academic Performance Appraisal

Dear [Student's Name],

I am writing to provide you with an appraisal of your academic performance for the [specify term/semester] at [Institution Name]. Over the course of this period, you have demonstrated the following strengths:

- Consistent attendance and participation in class discussions.
- Quality of assignments and projects submitted.
- Improvement in understanding of complex concepts.

However, I have also noted some areas where you could improve:

- Regularity in submission of assignments.
- Engagement with supplementary learning materials.
- Participation in group projects.

Overall, your performance this semester has been [insert overall assessment], and I encourage you to continue working hard to achieve your academic goals. Should you have any questions or require further guidance, please feel free to reach out.

Sincerely,

[Instructor's/Professor's Name]

[Instructor's/Professor's Position]

[Department Name]

[Institution Name]