

# Employee Plan Appraisal

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Employee Plan Appraisal

Dear [Employee's Name],

We are pleased to inform you that the annual employee appraisal for your performance during [Insert Year/Period] has been completed. This process has provided us with the opportunity to assess your contributions, achievements, and areas for improvement.

## Performance Overview:

- Achievements: [List Significant Achievements]
- Goals Met: [List Goals Achieved]
- Areas for Improvement: [List Areas Needing Improvement]

## Future Goals:

For the upcoming year, we encourage you to focus on the following goals:

- [Goal 1]
- [Goal 2]

## Conclusion:

We appreciate your hard work and dedication. Your efforts greatly contribute to the success of our team and the company as a whole.

If you have any questions or would like to discuss your appraisal further, please feel free to reach out.

Best Regards,

[Manager's Name]

[Manager's Title]

[Company Name]