

Workforce Appraisal

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

We are pleased to inform you that your workforce appraisal has been completed. This appraisal is an important part of our efforts to assess your performance and development within the company.

Performance Overview

[Insert summary of performance, achievements, and areas for improvement]

Goals and Objectives

For the upcoming appraisal period, we have identified the following goals:

- [Goal 1]
- [Goal 2]
- [Goal 3]

Conclusion

Thank you for your hard work and dedication. We look forward to seeing your continued growth and contributions to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]