

Utility Performance Appraisal

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Performance Evaluation Summary

Dear [Employee's Name],

We are writing to formally communicate the results of your recent performance appraisal conducted on [Date of Appraisal]. Your contributions to the team have been invaluable, and we appreciate your hard work and dedication.

Key Performance Areas

- Quality of Work: [Comments]
- Timeliness: [Comments]
- Communication Skills: [Comments]
- Team Collaboration: [Comments]
- Problem-Solving Skills: [Comments]

Strengths

[List specific strengths demonstrated during the appraisal period]

Areas for Improvement

[Identify areas for improvement and provide constructive feedback]

Overall Rating

[Insert Rating: Exceeds Expectations / Meets Expectations / Needs Improvement]

Please feel free to reach out if you would like to discuss this appraisal in further detail. We are committed to your professional growth and look forward to working together towards achieving your goals.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]