

Employee Appraisal Letter

Date: [Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

We are pleased to inform you that your performance appraisal for the period of [Start Date] to [End Date] has been completed. Your hard work, dedication, and contributions to [Company Name] have not gone unnoticed.

Based on your performance, we have evaluated your strengths in the following areas:

- Customer Service Skills
- Sales Performance
- Team Collaboration
- Product Knowledge

As a result of this appraisal, we are pleased to offer you the following:

- A merit increase of [Percentage/Amount]
- A bonus of [Amount] for your outstanding performance
- Opportunities for further training and development

We appreciate your efforts and are excited to see how you will continue to grow and contribute to our team. Please schedule a meeting with your supervisor to discuss your career development and any feedback you may have.

Thank you for your hard work and commitment to excellence.

Sincerely,

[Your Name]

[Your Position]

[Company Name]