

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Employee Appraisal

I hope this letter finds you well. As part of our annual performance review process, we are pleased to provide you with feedback regarding your performance over the past year.

First, we would like to commend you on [specific achievements or contributions]. Your skills in [mention relevant skills or contributions] have greatly benefited our team and the overall success of the company.

In addition to your accomplishments, we have also identified areas for improvement. We encourage you to focus on [mention specific areas for development], and we believe that this will further enhance your performance and professional growth.

We appreciate your hard work and dedication, and we are committed to supporting you in achieving your personal and professional goals.

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

Thank you for your continued efforts and contributions to our team.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]