

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Performance Appraisal

We are pleased to inform you that your performance appraisal for the period of [start date] to [end date] has been completed. This appraisal aims to evaluate your contributions, provide feedback, and outline future goals.

1. ****Performance Summary****

- Key Strengths: [List strengths]
- Areas for Improvement: [List areas for improvement]

2. ****Goals for Next Review Period****

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

3. ****Performance Rating****

- Overall Rating: [Rating Scale, e.g., Exceeds Expectations, Meets Expectations, Needs Improvement]

4. ****Employee Comments****

- [Provide space for employee comments or feedback]

We appreciate your hard work and dedication. Please schedule a meeting with your supervisor to discuss this appraisal in detail and address any questions or concerns you may have.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Optional: HR Department Contact Information]