

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

[Employee's Address]

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.

Overall, your performance during this period has been [excellent/good/needs improvement]. Specifically, we would like to highlight the following areas:

1. ****Achievements****:

- [Describe specific achievements or contributions]
- [Include any metrics or outcomes]

2. ****Strengths****:

- [List key strengths demonstrated]
- [Provide examples of how these strengths were utilized]

3. ****Areas for Improvement****:

- [Identify areas where development is needed]
- [Suggest possible training or resources]

4. ****Future Goals****:

- [Outline goals for the upcoming period]
- [Discuss any additional responsibilities or projects]

We appreciate your hard work and dedication to [Company Name]. If you have any questions regarding this appraisal or would like to discuss your performance further, please feel free to reach out.

Thank you for your contributions to our team.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Company Name]

[Contact Information]