

[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 provide you with your performance appraisal for the period of [start date] to [end date].

**\*\*Performance Summary:\*\***

1. **\*\*Quality of Work:\*\***

You have consistently demonstrated attention to detail in your testing processes, leading to a [specific percentage] reduction in post-release defects.

2. **\*\*Technical Skills:\*\***

Your proficiency with [testing tools/software] has significantly contributed to the team's efficiency.

3. **\*\*Communication:\*\***

Your ability to articulate testing issues and collaborate with developers has fostered a productive team environment.

4. **\*\*Problem-Solving Abilities:\*\***

Your proactive approach to identifying potential risks has been invaluable in our project timelines.

5. **\*\*Areas for Improvement:\*\***

While your performance has been strong, we encourage you to focus on [specific area for development] to enhance your contributions further.

**\*\*Goals for the Next Period:\*\***

1. Explore advanced testing methodologies to improve our testing strategy.

2. Mentor junior QA testers to share your expertise and experience.

3. Attend [specific training or conference] to stay updated with industry trends.

**\*\*Conclusion:\*\***

Overall, we appreciate your hard work and dedication. Your contributions have been vital to our success. We look forward to your continued growth and achievements in the upcoming year.

Thank you for your commitment to excellence within our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]