

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Performance Appraisal Review

We are pleased to inform you that your performance appraisal for the period [start date] to [end date] has been completed. We appreciate your contributions and dedication during this time.

Key Highlights of Your Performance:

1. ****Achievement of Goals:****

- [Specific Goal 1]: [Description of achievement]
- [Specific Goal 2]: [Description of achievement]

2. ****Skills and Competencies:****

- [Skill 1]: [Description of how the skill was demonstrated]
- [Skill 2]: [Description of how the skill was improved]

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

- [Area 1]: [Suggestions for development]
- [Area 2]: [Suggestions for growth]

Overall Performance Rating: [Rating]

Comments: [General comments about the employee's performance]

As a result of your performance, we are excited to discuss potential opportunities for growth and development in your role. Please feel free to schedule a time with your manager to discuss this feedback further.

Thank you for your hard work and commitment to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]