

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employee's Name]  
[Employee's Position]  
[Employee's Department]

Dear [Employee's Name],

Subject: Performance Appraisal

I am pleased to present your performance appraisal for the review period of [start date] to [end date]. Your contributions have significantly impacted our team and the organization as a whole.

**\*\*Performance Highlights\*\***

- [Highlight specific achievements and contributions]
- [Discuss strengths and skills demonstrated during the appraisal period]
- [Mention any projects completed successfully and their impact]

**\*\*Areas for Improvement\*\***

- [Identify areas where improvement is needed]
- [Provide constructive feedback and suggestions for development]

**\*\*Goals for the Upcoming Period\*\***

- [Outline specific, measurable goals for the next appraisal period]
- [Encourage setting personal development goals and continuous learning opportunities]

Overall, I appreciate your hard work and dedication, and I look forward to seeing your continued growth with [Company Name]. Please schedule a time to discuss this appraisal in detail and address any questions you may have.

Thank you for your commitment to excellence.

Sincerely,

[Your Name]  
[Your Position]