

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

[Employee's Address]

Dear [Employee's Name],

Subject: NQF Rating for Performance Review

We are pleased to provide you with your NQF rating as part of your performance review for the evaluation period of [insert date range].

Based on your performance, we have assigned the following NQF rating:

[insert NQF rating, e.g., Level 4, 5, etc.].

****Performance Summary:****

- ****Key Achievements:**** [List key achievements and contributions during the review period]

- ****Areas for Improvement:**** [Outline areas where improvement is needed]

- ****Goals for Next Review Period:**** [State goals for the next evaluation period]

We appreciate your hard work and dedication to [Company Name]. Should you have any questions regarding your rating or feedback, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]