

Formal Appraisal Letter

Subject: Annual Performance Appraisal " [Employee Name]

Dear [Employee Name],

We are pleased to inform you that your performance for the period [start date] to [end date] has been evaluated as outstanding. Your dedication, commitment, and consistent achievements in [specific areas] have significantly contributed to our organization's goals.

As recognition of your performance, you will receive [bonus/increment/promotion details]. We encourage you to continue your exceptional contributions and look forward to your continued growth and success with the company.

Congratulations and keep up the excellent work.

Sincerely,

[Manager Name]

[Designation]

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