

Provisional Appraisal Letter

Subject: Provisional Performance Appraisal Notification

Dear [Employee Name],

This is a provisional notice regarding your performance appraisal for the period [start date] to [end date]. Your contributions in [specific areas] have been positive, and a final review is scheduled for [date].

Please note that any adjustments to your appraisal or benefits will be communicated following the final review. Your continued commitment is appreciated.

Sincerely,

[Manager Name]

[Designation]

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