

Heartfelt Appraisal Letter

Dear [Employee Name],

Your dedication and hard work over the past year have been truly commendable. We recognize the extra effort you have put into [specific tasks or projects] and the positive impact it has had on our team.

We are delighted to award you with [increment/bonus/promotion], reflecting our appreciation for your outstanding contributions. Thank you for being an invaluable part of our organization.

Warm regards,

[Manager Name]

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