Simple Appraisal Notification

Subject: Performance Appraisal Outcome

Dear [Employee Name],

Your performance for the evaluation period has been reviewed. Congratulations on meeting and exceeding expectations in your role.

Details of your appraisal, including any increment or bonus, will be communicated separately. Keep up the good work!

Sincerely,

[Manager Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/appraisal-letter-for-employee