**Included:**

Introduction

Appraisal Letter Tips

Sample Appraisal Letter

Appraisal Letter Template

Appraisal Letter

Letters.org

**Introduction**

The objective of writing this letter is to share someone’s performance with them in writing or in person. Through this letter, a person can ascertain about his performance in a professional environment or in academic environment.

These letters are generally considered as performance letters in professional environment. For an employee an appraisal letter is a ladder for his success which also determines his increment.

**Appraisal Letter Tips**

Few tips need to be considered for writing an effective appraisal letter:

* First and foremost, it is vital to write the letter with professionalism keeping in mind the performance and other criteria of an employee.
* Tone of the letter should be formal and polite.
* Wordings of the letter should be such that it expresses your professionalism and the employee should also feel contended after reading the same.
* Letter should be brief and concise.
* Once you are through writing the letter, please recheck the same for spelling mistakes or grammatical errors.

Sample Appraisal Letter

To,

Mr. Richard Thomson

Sales Executive

ANC Inc.

California

Date (Date on which letter is written)

From,

Robert Pereira

HR Manager

ANC Inc.

Sub: Performance Appraisal

It is a privilege for me to write this letter to you. Employees like you who work with sheer dedication are an asset to the organization. I am feeling very proud to mention that company has decided to give you a raise in your salary by 35%. I have gone through your performance chard and was surprised to see that you have always achieved your target well on time and sometimes even exceeded the same also.

Your increment will be effective from 7th of next month and I am forwarding this copy of appraisal letter to the payroll department also. If you have any doubts regarding your increment, please feel free to meet me in person.

Yours truly’

Robert Pereira

# Appraisal Letter Template

# To,

# \_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_

# Date (Date on which letter is written)

# From,

# \_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_

# Sub:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Dear Mr. \_\_\_\_\_\_\_\_\_\_\_ (Name of the person),

# After reviewing you performance of last year sales target, management has decided to offer you an increment of \_\_\_\_\_\_\_\_\_\_\_ (amount) which will be effective from \_\_\_\_\_\_\_\_\_\_\_ (date). This letter serves as your final appraisal and the copy of the same is being sent to the payroll department for further proceedings.

# It is a pride for us to have an employee like to you who have taken organization’s success to greater heights. We wish that you will continue to work with the same dedication in future also. If you have any doubts regarding your increment, please feel free to contact me or visit me personally.

# Yours sincerely’

# (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

# Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org