

APPRAISAL LETTER

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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 contented 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 your 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 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'

(_____)

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