

APPRECIATION LETTER FOR PERFORMANCE

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Introduction

This type of letter is generally written by the employer of the organization to acknowledge the performance of his staff by appreciating them. A word of appreciation means a lot in the professional world. By doing so, you are not only motivating your employee but also help him in increasing his self confidence.

Writing an appreciation letter will not take much of your time, but it will definitely bring a smile on the face of the reader.

Appreciation Letter for Performance Tips

Following points should be considered for writing an effective appreciation letter for performance:

- Firstly it is vital to appreciate the person with complete sincerity.
- You must mention in your letter word of praises and also how his performance helped in increasing the productivity of the organization.
- Tone of the letter should be formal and polite. As a token of appreciation, you must reward your employee with a performance bonus.
- Once you are through writing the letter, please recheck the same for spelling mistakes or punctuation errors.

Sample Appreciation Letter for Performance

To,

Mr. Peter Gomes

Manager Projects

ANC Constructions Pvt. Ltd.

California

Date (Date on which letter is written)

From,

John Fernandez

Senior Manager (Projects)

ANC Constructions Pvt. Ltd.

Sub: Appreciation letter

Dear Mr. Gomes,

It was a great pleasure for me to inform you that the project of Joseph Associates which was undertaken by you has been successfully completed on time and that too with efficacy. I really appreciate the professionalism by which you have handled the project. Even Mr. Joseph was also praising you and your hard work in completing the project on time.

As a token of appreciation, I feel privileged to offer you performance bonus of \$3000. Employees like you are an asset to the organization and I hope that you will maintain the same spirit in future projects also.

I wish you all the best.

Yours truly'

John Fernandez

Appreciation Letter for Performance Template

To,

Date (Date on which letter is written)

From,

Sub: _____

Dear Mr. _____ (Name of the person),

I am writing this letter to congratulate you on the successful completion of _____ (Reason). Your effort in achieving the same is truly appreciated. The way you have expressed your professionalism in the project is commendable. The whole credit of success of this project goes entirely to you. It has only happened because of your sheer hard work and dedication.

As a token of appreciation, Company has offered you a performance bonus of _____ (amount). I wish that you will maintain the same spirit in future also.

I wish you all the best.

Yours truly'

(_____)

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