SAMPLE APPRAISAL LETTER

Company Logo Company Name

Company Address

Date

Subject: Performance Appraisal Letter Employee ID

Dear XYZ,

I hope this email finds you well. At (company), we deeply value exceptional employees and take great joy in acknowledging and rewarding hard work and contributions. Following your recent performance review, we extend our heartfelt gratitude and offer sincere recognition for your remarkable contributions.

As a token of appreciation, we would like to revise your cost to company XXXXXXX which will be effective from the (date).

We believe that this increment reflects the value we place on your exceptional contributions, and we hope it serves as motivation for you to continue your dedicated efforts at (company). We sincerely believe this revised compensation aligns with the contributions you have made thus far.

You will also receive a separate email with the complete details of your revised pay structure and benefits. We look forward to your long-term association with the company.

*This information is strictly confidential and any breach in confidentiality will result in strict disciplinary action.*

Best regards, Name

Signature