## **Sample Performance Appraisal Letter**

**[Company Letterhead]**

**Date:** [Date]

**Employee Name:** [Employee Name]

**Department:** [Department Name]

**Dear [Employee Name],**

This letter follows up on our recent performance review meeting to discuss your performance for the period of [Review Period (e.g., from [Start Date] to [End Date])].

We are pleased to recognize your significant contributions to the team throughout this review cycle. In particular, we were impressed with your [Mention 1-2 specific achievements or areas where the employee excelled]. Your [Positive quality or skill] and dedication to [Positive action related to work] were instrumental in [Positive outcome of their work].

**Areas for Development:**

We also discussed areas for development, such as [Mention 1-2 areas for improvement in a constructive way]. We are confident that with continued focus and effort, you will be able to further develop your skills in these areas.

**Overall Performance:**

Overall, your performance has been rated as [Overall Performance Rating (e.g., Exceeds Expectations, Meets Expectations)].

**Looking Forward:**

We look forward to your continued success at [Company Name]. During our meeting, we discussed your goals for the upcoming review period, which include [Mention 1-2 goals for the next review period]. We are confident that you will achieve these goals and continue to make valuable contributions to our team.

Please don't hesitate to reach out to me or your supervisor, [Supervisor Name], to discuss this feedback further or if you have any questions.

Sincerely,

[Your Name]

**[Your Title]**