

**Appraisal Letter:-**

Name (employee) \_  
Post \_\_\_\_\_  
Company Name \_\_\_\_\_  
Place \_\_\_\_\_

Date (Date on which letter is written)

From,

Name  
HR Manager  
Company\_\_.

Sub: Performance Appraisal

It is a pleasure for me to mark this letter to you. Employees like you who work with pure keenness are an asset to the organization. I am feeling very honored to remark that Organization has decided to give you an increment in your income by 30%. I have gone through your performance graph and was amazed to see that you have continuously accomplished your target and even surpassed the same also.

Your increment will be operative from 10th of June and I am forwarding this copy of assessment letter to the payroll unit also. If you have any doubts about your augmentation, please feel free to contact me.

Yours truly,

\_\_\_\_\_

Hr