**Appraisal Letter Format**

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| Date  Employee Name  Designation  Department  Company Name  Subject: Performance Appraisal Letter  Dear [Employee Full Name],  Based on the review of your performance during the current review cycle, we are astonished to promote you as [job position name]. The revisions will be effective from [date]. Your performance this year has been excellent and your growth can set a great example for other employees of the organization.  The details of your revised designation, remuneration, and benefits are as follows:  (A separate email containing the revised salary and benefits will be sent to you shortly.)  We expect that your progress will continue with the same dedication and commitment. Once again we congratulate you on your success and cheers to more good outcomes in the future.  We wish you All the very best, and if you have any queries feel free to contact us.  Yours Sincerely,  [Authorized Person Name],  Designation |

**Appreciation Letter Example**

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| 20th April 2020  Akash Patel  Business Development Head  Marketing  Ultimate Business Systems  Dear Akash,  On behalf of our organization, we are pleased to introduce you with your appraisal letter to bring to the fore your contribution to our organization. We are excited to bring to your notice that your performance rating has grown to 15% in the year 2020-2021.  Your annual remuneration has been revised to Rs.[\_\_\_] with effect from 1st May 2020.  Yours Sincerely,  Janki Simariya  Head of HR Department  Ultimate Business Solutions |

**Format 1**

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| [Employee Name]  [Employee Designation]  [Company name]  Date (Date of issuing the letter)    From,  [Your Name]  [Designation]  [Company Name]    **Sub: Performance Appraisal**    With a great honor I write this letter of appraisal for you. Your work has been outstanding, and you have proven to be a valuable asset to the company via your dedication.  I'm pleased to announce that the company has decided to award you with a boost in your salary of [insert percentage increase]. The wage breakdown will be available via the portal, which you can download. Your salary will increase as of [date].  We wish you the best of luck and hope that you will continue to work with the same zeal in the future.  All the Best!    Yours Truly,  Your Name  Signature  Designation |

**Format 2**

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| [Date]    [Name of the Employee]  [Designation]      Dear [Name of the Employee],    Last year, [Company Name] had significant growth and achievement. The company's future looks bright, and we're excited to have you on board.  We are satisfied with your work and are delighted to inform you that you have been promoted to [Job Title] with immediate effect. The following is your new compensation structure:    Compensation Heads Compensation(In INR)    • Basic + D.A. :  • Conveyance Allowance :  • Medical Reimbursement :  • Food Allowance :  • Gift :  • Retirement Benefit :  • Subtotal of Annual Salary :  • Employer contribution to EPF :  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Annual Total :  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    From [specified date], you will receive an increase in your wage. Your next compensation review will take place in [insert month here].  We hope to continue working with you in the future. We expect your contribution to the company.  Yours Sincerely,    Signature  [Designation] |

**Format 3**

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| [Company\_Name]  [Company\_Address]  20/01/2022  **Appraisal Letter – CONFIDENTIAL**  Dear [Employee\_Name],  Employee ID: [Employee\_ID]  Because of your efforts and contributions, [Company Name] has progressed and continues to do so. [Company Name] remains devoted to its people-first strategy and prioritizes you and your efforts, as it always has.  In keeping with that concept, we'd like to congratulate and recognise you for your accomplishments, as well as thank you for all of your work.  We are pleased to promote you to [Employee Designation] and revise your CTC to INR 330000, effective [Appraisal Date], in honor of your performance and contributions to [Company Name]. Annexure A contains the breakdown of your CTC.  We wish you great success in the coming years and look forward to working with you and contributing to [Company Name] for a long time.  Best,  [HR\_Name]  [HR\_Designation] |

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| **Annexure A**  This is your expected monthly salary structure.  **Salary Component**  **Amount**  Basic Salary 13,750  HRA 6,875  Special Allowance 4,125  Leave & Travel Allowance 2,750  ESI Employer Contribution 0  PF Employer Contribution 0  Total 27,500  Note: You will receive your salary and all other benefits as part of your remuneration package after TDS, PF, ESI, and professional taxes have been deducted in line with applicable law. |