Appraisal Letter

Date: \_\_\_\_\_\_\_\_\_,

Name of the employee

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Mr. Ms. \_\_\_\_\_\_\_\_\_\_\_\_,

Last year went with a lot of growth and achievements at Company name including (some growth/ achievement data). The future holds a lot of promise and we are happy to have you as part of our team.

We are happy with your performance and are equally pleased to share that you have been promoted to

(Name of the position) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with immediate effect. Your new compensation structure is as follows:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Compensation Head | Compensation in INR |
| Existing | Increment | Total |
| Basic + D.A. |  |  |  |
| Conveyance Allowance |  |  |  |
| Medical Reimbursement |  |  |  |
| Food Allowance |  |  |  |
| Gift |  |  |  |
| Retirement Benefit |  |  |  |
| Subtotal of Annual Salary |  |  |  |
| Employer contribution to EPF |  |  |  |
| Annual Total |  |  |  |

The raise in your salary would be applicable from (prescribed date) \_\_\_\_\_\_\_\_\_\_\_\_.Your next compensation review will come up in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We look forward to even greater contribution from you in the futureYours Sincerely,SignatureManager HR |  |
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