

## Appraisal Letter Sample

To,

Mr. Richard Thomson

Sales Executive

ANC Inc.

California

Date (Date on which letter is written)

From,

Robert Pereira

HR Manager

ANC Inc.

Sub: Performance Appraisal

It is a privilege for me to write this letter to you. Employees like you who work with sheer dedication are an asset to the organization. I am feeling very proud to mention that company has decided to give you a raise in your salary by 35%. I have gone through your performance chard and was surprised to see that you have always achieved your target well on time and sometimes even exceeded the same also.

Your increment will be effective from 7<sup>th</sup> of next month and I am forwarding this copy of appraisal letter to the payroll department also. If you have any doubts regarding your increment, please feel free to meet me in person.

Yours truly

Robert Pereira