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:

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 future

Yours Sincerely,

Signature
Manager HR