

Appraisal Letter, Sample & Format

Human Resource Director

Great Channels

694 Flindertation Road
Palos Park, IL 60464

October 15, 2010

To:

Christopher Miles

Senior Officer

Great Channels

Dear Mr. Miles

RE: Appraisal Evaluation

As you are aware of the appraisal exercise that was recently conducted and completed, I am writing to feedback to you on your work performance based on the appraisal performed.

You have achieved a score of 8.5 out of a total of 10 which puts you under the Excellent rating of performance. Congratulations! You have done well for the past year and the management is delighted to note your good performance. We encourage you to keep progressing with your performance in the coming year.

With the excellent rating, your bonus for this year will be at 2 months your basic salary which you will receive at the end of this month.

The management looks forward to your continued good performance in the coming year.

Keep up your good work!

Yours truly,

Matthew Dolby

Human Resource Director