Date

[Employee Name] [Company logo]

Designation

Department

[Company Name]

Subject: Performance Appraisal Letter

Dear {Employee First Name <space> Last Name},

Following the review of your performance during the current appraisal period, we’re excited to promote you as [details of the position].

This change will come into effect from [date]. Your performance this year has exceeded our expectations, and the growth you’ve shown can be an example to others.

The details of your revised designation, benefits, and remuneration are given below:

(A separate email containing the details of your revised salary and benefits will be sent shortly)

We hope that you will continue your progress with the same dedication and commitment. However, some of the areas still require some of your attention to make your work even more efficient. To evaluate that we are grateful to invite you for a one-to-one meeting with our manager, you will be contacted shortly to schedule that meeting.

Once again, congratulations on your success and cheers to more good work in the future.

We wish you the best, and please feel free to reach out if you have any questions.

Yours Sincerely,

Authorized Person Name,

Designation,