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 review cycle, we’re excited to promote you as [details of the position].

The revisions will come in effect from [date]. Your performance this year has exceeded expectations, and the growth you’ve shown can be an example to others looking to take their careers forward.

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.

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