

# APPRAISAL LETTER

Dear John,

\_\_\_\_\_/HRD/\_\_\_\_ Date \_\_\_\_\_

Mr. / Ms. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Mr. / Ms. \_\_\_\_\_,

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy.

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularized in the 1960s

A separate communication on the details of your salary revision is being sent o you.

Wish you all the best.

For' Company Name

Name:

Designation:

Hope it will help you to draft the same at your end.

Regards,

Lorem Ipsum