

# Appraisal Letter

To,  
Mr. John Smith  
Sales Executive  
ANC Inc.  
California  
Date (Date on which letter is written)

**Subject:** Performance Appraisal

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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 popularised in the 1960s with the release of Letteraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

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Yours truly'

Robert Pereira  
HR Manager  
ABC Inc.