

[Mention the name of the sender]

[Mention the name of the company of the sender]

[Address]

[Zip code]

[Area]

[Phone Number]

[Date]

Subject: Appraising your performance as a Freelancer

Dear: [Mention the name of the addressee]

We regard you as a positive addition to [mention the name of the company or organization]. You have been a great support to us for the last [mention the no. of years].

Being a diligent, capable and talented person who knows his job well, you have been working to the best of your capabilities and making us proud.

Your performance in the last few months has been especially great when you lived up to our expectations totally. We are happy to have hired you in the first place.

Your management and business skills along with stress management and communication skills are indeed praiseworthy.

Your passion to learn, self-assurance of being able to perform even better with time, ability to handle the huge workload, and working under pressure have been truly a great support to us. You are really one of the most dependable employees of the company.

Our business goals have reached new heights with your remarkable sense of work commitment and efforts which led to your various accomplishments in the field including maintaining composure and productivity in high-pressure environments, providing additional support in daily operations of work, working in such a manner

that focuses on client relationships and satisfaction which has led to the growth of business rapidly.

We have been able to get new clients along with building a strong rapport with the existing ones with your help.

They have been commending you time and again for your recent performances, particularly where you have shown an exceptionally good change in your working manner which has resulted in the company getting more projects than ever.

The only place where it seems you need a bit more improvement is your self-confidence, taking care of which will enable you to set bigger targets in the future.

We hope to keep working with you for a long time as we wish you all the best for your future attainments here.

Sincerely,

[Mention the name of the sender]