[Mention the name of the sender]

[Mention the Address of the sender]

[Mention the contact information of the sender]

[Date]

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information of the recipient]

Subject- Letter of appraisal to the Hiring specialist

Dear [Mention the name of the Recipient]

On the auspicious occasion of the mass appraisal for the term of [mention the time period], the [mention the name of the company] is going to offer the appraisal to Mr. [mention the name of the hiring specialist] for his extraordinary contribution to the growth of the company.

Through this letter of appraisal, we would like to extend our warm wishes to Mr. [mention the name of the hiring specialist] for being there constantly throughout the period of [mention the time period], when the company was in great need of some more manpower to the business.

According to the [mention the name of the company]'s policies, we would like to highlight your performances, upon which the management of the company has given you the appraisal. Below are some of the highlighted points, please go through the same-

In the term of [mention the time period], we have seen rapid growth in the employment sector of this company and the vast working speed of all the fresh employees.

This has been possible only by your support and we cannot thank you enough for this achievement.

Your fantastic techniques of hiring employees to fill the vacant position in the company and working enthusiastically with the Human resource team have proven to be very efficient and are worth the appraisal.

The managerial team has noticed your supervision in the interview process is very effective and work-oriented. Through the survey conducted by the [mention the name of the department of the company], the freshmen have always praised your process of selection and the methodologies you use while the process.

In the end, we are really happy with your progress and the contribution you made. Thus, we are happy to inform you that we are increasing your increment by the percentage of [mention the percentage].

Wish you good luck, Mr. [mention the name of the hiring specialist].

With regards,

[Hand-Written Signature]

[Date]

[Notary or witness if required].