[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 Political analyst

Dear [Mention the name of the Recipient]

The (mention the name of the company or organization) is very happy to get you as a political analyst in our organization and for being your true self while at work.

Your cheerful attitude and good conduct, while at work have impressed us all, and also it is very motivating for peers and senior colleagues alike.

You are inventive for the team and you have a significant role to play in the future success of the company. Our company appreciates your endeavor and the assistance you offer to your co-workers.

You have a rack in the respect of both your superiors and your peers. (Mention the time period when the addressee join the company or organization) ago the time you join we still remember that day on (mention the date) when our company was in a heavy mess and we all have lost our hopes. But you have successfully managed to earn the priceless goodwill back.

Thank you once again for bringing (mention the name of the company or the organization) in the good market value.

It is all because of your hard work and dedication. The (mention the name of the company or organization) management aspiration that you will carry on with your hard work with the same dedication in the forthcoming years.

For any kind of help please contact us without any kind of hesitation. We are always awaiting help from our team members or staff.

Wishing you all the very best in your career and hope to have you on our team till the last day of your service.

With regards,

[Hand-Written Signature]

[Date]

[Notary or witness if required].