

[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 Loan Processor

Dear: [Mention the name of the addressee]

You have been a positive asset to the [mention the company name or organization] since the last [mention no. of years]. All these years we have seen you work hard with absolute sincerity and dedication.

You are a reliable, able, and trustworthy man who has earned the respect of both his superiors and peers. We are happy and proud to have an employee like you who has always managed to impress us with his outstanding efforts.

You have worked hard beyond your potential level and have shown your work commitment all these years.

As a part of [mention the name of the company or organization], being measured and data-driven, your transparency with the clients, passion for your job has managed to gain our attention always.

Furthermore, your client service and thoroughness deserve a special mention as well. Your effective communication with all the stakeholders, including the customer and the sales associate, establishing, developing, and maintaining client referral relationships, effectively negotiating price with the mortgages.

The time when you demonstrated the highest level of professionalism and client service towards all customers is particularly noteworthy. We appreciate your achieving all these targets efficiently without fail.

Before your performance assessment and evaluation, the only area which deserves your attention a little more is your computer skills I feel, taking care of which will make you deliver even better performances in the future.

Keep it up with your hard work and outstanding performance here in our company as we wish you the best for your future accomplishments.

Sincerely,

[Mention the name of the sender]