**[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 Quality Manager**

**Dear: [Mention the name of the addressee]**

We regard you as a major asset to [mention the name of the company or organization] who has been an important part of our company ever since the last [mention the no. of years]. Your ability to turn any problem into a solution is inspiring.

It is easy to find someone who is talented, smart, and skilled but someone who is humble and honest at work as well is hard to get and it is something that cannot be taught. You are a complete package of an able employee to us.

You have good communication and interpersonal skills along with excellent analytical and problem-solving abilities. Your strategic approach to work and the ability to lead and motivate a team are incredible. The planning and project management skills along with your persistence and the ability to influence others are indeed noteworthy.

Your achievements in the field so far have really inspired us like ensuring that the repair and overhaul of all articles are being conducted in accordance with all regulatory and customer requirements and that the work is inspected and returned to service by a qualified inspector, ensuring that current versions of required technical data are always available and used for the overhaul or repair of every article.

Managing a list of maintenance providers for the performance of repairs, maintenance, modification, managing existing and ongoing training while maintaining current records that verify individual participation.

We would particularly like to thank you for your support during the project [mention the details] where you not only helped us to finish it before time but also motivated the other team members.

The only area where I think a bit of improvement is necessary is your communication skills, taking care of which you are bound to achieve greater success.

We hope to continue our collaboration like this for more years.

Good luck!

**Sincerely,**

**[Mention the name of the sender]**