

[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 Operations Supervisor

Dear [Mention the name of the Recipient]

I would like to inform you that this year has been challenging for all of the (mention the name of the company or organization) employees and staff.

We would like to extend this appraisal letter for your dedication and contribution to our organization. Your performance this year has exceeded our expectations. It proves your commitment to our organization.

Still, we can't forget the day (mention the date) when you stayed for the whole night at our office to work overnight. Whereas there was not a single member of your team to work with.

We would like to inform you that your performance rating for the year (mention the time period) is (mention the ratings). The revised annual remuneration is of (mention the amount) with effect from (mention the date). Our organization decided to offer you a bonus of (mention the amount).

This appraisal letter was sent to you as feedback on your work performance. We congratulate you on achieving this reward. The (mention the name of the company or management) is happy to have you as a part of the team and looks forward to your contribution towards the growth of the business.

We hope that you will continue your work with the same dedication and meet all the challenges in your upcoming year. Thank you once again for all your effort especially since you worked weekends as well.

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

Sincerely,

With regards,

[Hand-Written Signature]

[Date]

[Notary or witness if required].