[Mention the name of the sender]

[Mention the name of the company of the sender]

[Mention the address]

[Mention the zip code]

[Mention the area]

[Mention the phone number]

[Mention the date]

Subject: Appraising Your Performance as A Pharmacy Technician

Dear: [Mention the name of the addressee]

You have served as a valuable addition to our [mention the name of the company] ever since you joined us since the last [mention the no. of years].

We are glad to have taken that decision of hiring you as you proved yourself worthy of this post through your true efforts, diligence, hard work, and efficiency every time. Your active listening power, great attention to detail, correct data entry of prescriptions, and creating new patient profiles should indeed be praised.

You are a well-organized person with the ability to perform your day-to-day tasks with absolute sincerity and perfection. You might not have known but we would like to mention in this letter that each of your accomplishments so far has been noted and appreciated by us like counting, measuring, and compounding prescriptions, verifying the accuracy, and applying labels with a pharmacist.

Verifying patient insurance information, processing claims, investigating and quickly resolving insurance concerns, and patient billing, are the main contributor in increasing the number of prescriptions filled on a regular basis.

We still remember the time when you were recently hired by us and you upon seeing an issue immediately notified the pharmacist of dosage inaccuracies, in turn saving the company from facing a problem later.

Before the final evaluation, the only area of improvement according to us would be your time management skills, improving which you are bound to do better in the future.

We hope to carry on with this healthy working association with you for a long time as we wish you luck for many more achievements here.

Sincerely,

[Mention the name of the sender]