[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 Customer Service Trainer

Dear [Mention the name of the Recipient]

We are pleased to inform you that this letter is for the most-awaited appraisal for the year [mention the year or term].

The [mention the name of the company] feels happy to announce that you have been praised for the dedication and sacrifices you made for the company in the [mention the year]. We are well aware of your hard-working nature, and we try to extend our gratitude to you through this appraisal letter.

Your work and the training facilities have been up to the mark of the management of the team, and they want you to thank you on behalf of the company for being the one, who is supportive and as well as dedicated towards the work.

During the last phase of the year [mention the year or the term period], when the company was busy with all its important schedules and as well as meetings, unlike other employees, you were the one who was working, despite the weekends and other holidays.

For this behavior towards the company, the management of the company has rewarded you with a rating of [mention the rating].

As a trainer, the most important thing is whether your training is helping others in the matter or not, until the day we have never received any bad feedback from any of your trainees or clients.

Summing up all your compliments and ratings, we have decided to give you a bonus as a reward for this huge achievement of the amount [mention the amount] with an increase in remuneration from the company of amount [mention the amount]. We wish you luck, and we hope that you will continue this reputation till the end.

Thank you.

With regards,

[Hand-Written Signature]

[Date]

[Notary or witness if required].