

[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 Media director

Dear [Mention the name of the Recipient]

This letter is regarding the release of the appraisal letter from the team of the [mention the name of the company].

The [mention the name of the company] feels gratification in announcing that you have been rewarded with the appraisal for the year [mention the year or the term].

We would first like to congratulate you on being awarded this prestigious and huge achievement. We are all happy with the work you do as the Media director.

We all admire the way you manage the directions of the media and how you correct the errors of your juniors and associates and flaunt the talent you have.

We are relaxed and feel much more secure by having you in the team with such a good creative mind and direction skills and management.

Being a media director, it is very important for you to know the value of each media and the matter of transitions very well, and we are proud enough to let you know that to date, we have never come up with any flaws from your work.

With this letter, we would like to let you know about the increment we have planned for you, with the discussion of the production team and finalized your revision of

remuneration. We hope that you are satisfied with the appraisal as much as we are with your work.

Thanking you for the same, wish you a very good and knowledgeable tenure with the [mention the name of the company].

With regards,

[Hand-Written Signature]

[Date]

[Notary or witness if required].