[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 Front –end Developer

Dear [Mention the name of the Recipient]

The [mention the name of the company] is very happy to announce that the company has introduced the appraisal letter to praise your good deeds in the company. The dedication that you have shown to the company is worth awarding. We, the members of the [mention the name of the company] are very delighted to reward you with the most awaited appraisal of the year.

The time management that you have shown to the company is very good. The managerial officers have rated you with [mention the rating].

In the previous term, when the company was struggling through a rough phase, you were the one who has been on the company's side and became actual support for the company. The management team has noted this and gave you a rating of [mention the rating].

On the occasion of your great achievement, the company has decided on revising the payroll that you were being paid to date.

Your new revised emolument will be [mention the amount] which is [mention the percentage] of your previous basic emolument. We respect your work and value your dedication to the fullest.

Although you have been one of your best employees in the [mention the name of the company], still you have to look after the cleanliness of your workspace a bit more. We hope you will improve on this task also. We believe in you.

Thank you so much for being with the [mention the name of the company] and we wish you good luck in your career ahead.

With regards,

[Hand-Written Signature]

[Date]

[Notary or witness if required].