



Performance Appraisal Emails

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Feedback on positive appraisal

Dear(name of employee)

I'm writing to give you feedback on your performance during the previous year. I am delighted to state that your contributions to our team and company have been exceptional, and I am grateful to have you on our team.

You've constantly shown a strong work ethic and a dedication to producing high-quality results. Your upbeat demeanor and eagerness to take on new challenges have been especially impressive.



Your ability to collaborate and communicate effectively with others has also greatly benefited our team.

One of your most remarkable accomplishments this year has been the conclusion of the XYZ project.

Your outstanding organizational abilities, attention to detail, and ability to manage a complex project with various stakeholders were vital to the project's success.

In addition to your outstanding performance on the XYZ project, you have regularly displayed a desire to go above and beyond your responsibilities to support your colleagues and assure our team's success. Your upbeat attitude and ability to inspire others have been an inspiration to all of us.

In the future, I encourage you to continue to expand your knowledge and talents. You have shown high leadership potential, and with additional training and



development, you will be able to take on more senior roles within our organization.

Thank you for your efforts and commitment to our team and company. I wish you great success and contributions in the future.

Sincerely,

Regards
Sender A

Feedback on negative appraisal

Dear,

Thank you for your hard work and contributions to our company over the past year. As you know, we have recently completed our annual performance review process, and I regret to inform you that your performance has not met our expectations.



While your work has been satisfactory in some areas, we have identified several areas where improvement is needed. Specifically,

I understand that this may come as a surprise to you, but please understand that this feedback is intended to help you grow and develop in your role. Our goal is to provide you with the support and resources you need to succeed and excel in your work.

As a result, we have created an improvement plan that outlines specific actions you can take to address the areas of concern identified in your performance appraisal.

We will closely monitor your progress and provide regular feedback and support as you work through the improvement plan. Please take this opportunity to reflect on your work and take the necessary steps to improve your performance.



If you have any questions or concerns about the improvement plan, please do not hesitate to contact me or your manager. We are here to support you and help you succeed.

Thank you for your understanding and cooperation.

Regards
Sender B