

I'm not robot!

Salary Appraisal Letter

Date

[Employee Name]
[Department/College]

Dear [Employee Name]:

I am pleased to share that you have been given a _____% salary increase. This increase is effective [for 12-month employee "January 1, 2015" and for 9-month employee "February 1, 2015."] Your estimated new salary rate, annualized for 1.0 FTE and subject to rounding by the payroll system, is reflected below:

New Annual Salary Rate \$ _____

I appreciate your service to the [Department/College] and Oregon State University. Thank you and I look forward to continued opportunities for success.

Sincerely,

[Department Head/Chair, Dean or Designee]
[Title]

July 24, 2006

Mr.
Junior Technical Operations Manager

Dear,

Last year went with a lot of growth and achievements at Company name including (some growth/ achievement data). The future holds a lot of promise and we are happy to have you as part of our team.

We are happy with your performance and are equally pleased to share that you have been promoted to **Technical Operations Manager** with immediate effect.

Your new compensation structure is as follows:

Compensation Head	Compensation (In INR)		
	Existing	Increment	Total
Basic + D.A.			
Conveyance Allowance			
Medical Reimbursement			
Food Allowance			
Flexible Allowance			
Gift			
Retirement Benefit			
Subtotal of Annual Salary			
Employer contribution to EPF			
Annual Total			

The raise in your salary would be applicable from **Jun 01, 2006**.

Your next compensation review will come up in July 2007. We look forward to even greater contribution from you in the future.

Yours Sincerely,

Manager HR

Appraisal Letter Sample

To,
Mr. Richard Thomas
Sales Executive
ABC Inc.
California
Date (Date on which letter is written)

From,
Richard Thomas
HR Manager
ABC Inc.

Subject: Performance Appraisal

It is a privilege for me to write this letter to you. Employees like you who work with total dedication are an asset to the organization. I am feeling very proud to mention that company has decided to give you a raise in your salary by 5%. I have given your performance appraisal and you are expected to see that you have always achieved your targets on time and sometimes even exceeded the same also.

Your performance will be reviewed again in 7th of next month and I am forwarding this copy of appraisal letter to the payroll department also. If you have any doubts regarding your assessment, please feel free to meet me in person.

Yours truly,

Richard Thomas

Name _____

Sub: Performance Appraisal Letter

Congratulations!

Dear First Name,

We are happy to inform you about your reward recognition.

Your annual CTC has been revised to Rs. XXXXX (Please in words) i.e. Rs. XXXXX per month. Your new designation is (if applicable) _____ as per _____.

A detailed break up of your remuneration is attached. Revision is effective from date of _____.

Post the upcoming annual increment (date 2027) you will be eligible for the next increment in the month of date 2027.

** Kindly note that the above mentioned CTC and monthly salary includes Rs. XXXX as bonus which will be paid in the month of month.

Terms and Conditions:

Approved Amount:
The revised compensation package has been customized for you taking into consideration your performance, company policies and market trends.

Confidentiality:
None of your remuneration is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement.

Note:
The compensation package is revised by you and used for comparison with other employees of the company.
All the other terms and conditions remain unchanged.

*Please note that above revision is subject to change in the change in company policy and income tax rates, benefits and as per company policy, which is subject to change from time to time.

Wish you all the success!

Name _____

Signature _____

From _____

To _____

Subject: _____

Dear _____,

I am writing to you to inform you about your reward recognition. Your annual CTC has been revised to Rs. XXXXX (Please in words) i.e. Rs. XXXXX per month. Your new designation is (if applicable) _____ as per _____.

A detailed break up of your remuneration is attached. Revision is effective from date of _____.

Post the upcoming annual increment (date 2027) you will be eligible for the next increment in the month of date 2027.

** Kindly note that the above mentioned CTC and monthly salary includes Rs. XXXX as bonus which will be paid in the month of month.

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All the other terms and conditions remain unchanged.

*Please note that above revision is subject to change in the change in company policy and income tax rates, benefits and as per company policy, which is subject to change from time to time.

Wish you all the success!

Name _____

Signature _____

How to make a salary appraisal letter for a sales position? Download this professional Appraisal Letter template now! This ready-made and easy-to-customize appraisal letter template is well suited for any kind of personalized business matter. Communicating in a professional way will get you and your company respect and will bring you further in life and business. Using our ready to use and easy to modify Appraisal Letter brings you an extra motivation and inspiration and gives you more time to focus on important subjects in your personalized file. After reviewing your performance of last year sales targets, the management has decided to offer you an increment of (amount) on your salary which will be effective from (date). If this situation is applicable to you, this letter can be useful. We support you by providing this Appraisal Letter template, which will save you time, cost and efforts and help you to reach the next level of success in your career and business! Download this Appraisal Letter template now and enhance your business! Do you need more information? AllBusinessTemplates.com provides many kinds of legal and business templates in the range from IT, Environmental, Startups, Marketing, Sales, Procurement, Law, Notary, Finance, HR, Auction, Logistics, Transportation, Maintenance Services, etc. Just search on our website and have instant access to thousands of free and premium business document templates, forms, letters, reports, plans, resumes used by professionals in your industry. All business templates are easy to find, crafted by professionals, ready to use, easy to customize and intuitive. **DISCLAIMER** Nothing on this site shall be considered legal advice and no attorney-client relationship is established. This year has been challenging for all of the [Company Name] employees and staff. There have been many events yet we were successful in having met the challenges on those events for us to be able to scale up the business and grow our bottom line. To further address the needs for the success and of the progress of the business, an appraisal exercise was recently conducted and completed, as all of the employees and staff are aware of. The appraisal exercise was conducted and carried out by the selected employees and staff, as the appraisal team. This letter has been made and sent to you as feedback to you on your work performance based on the appraisal being conducted. The management entitles you to a bonus in the amount of \$[Amount]. Once again, congratulations on meriting this reward! The future holds a lot of promise and the Company is happy to have you as part of the team. Whilst appreciating your performance and dedication, the Company is looking forward to your sustained exceptional performance in the coming months and year ahead and wishes you a bright career with the company. Do keep up your good work and performance! **DISCLAIMER:** The content provided herein is for general information purposes only, and shall not constitute legal advice. RevSales and its partners make no representation or warranty of any kind, express or implied, regarding the accuracy, adequacy, validity, reliability, availability or completeness of any information mentioned hereunder. The use or reliance of any information contained herein is solely at your own risk. You are advised to obtain independent legal advice before taking or refraining from any action on the basis of the content provided here. Performance Appraisal is an evaluation of the performance of employees and to understand the abilities of a person for further growth and development. The objective of writing a performance appraisal letter is to share someone's performance with them in writing or person. Through this letter, a person can ascertain about his performance in a professional environment or an academic environment. Supervisors share performance appraisal information after analyzing the factors behind the work performances of employees. These letters are generally considered as performance letters in a professional environment. For an employee, an appraisal letter is a ladder for his success, which also determines his increment. This can also help increase his inspiration for doing better work until the next appraisal period. First and foremost, it is vital to write the letter with professionalism keeping in mind the performance and other criteria of an employee. The tone of the letter should be formal and polite. The wording of the letter should be such that it expresses your professionalism, and the employee should also feel contented after reading the same. The letter should be brief and concise. Once you are through writing the letter, please recheck the same for spelling mistakes or grammatical errors. Use our free Sample Appraisal Letter to help you get started. If you need additional help or more examples, check out some of the sample letters below. To _____ Date (Date on which letter is written) From _____ Sub: _____ Dear Mr. _____ (Name of the person) After reviewing your performance of last year sales target, management has decided to offer you an increment of _____ (amount) which will be effective from _____ (date). This letter serves as your final appraisal and the copy of the same is being sent to the payroll department for further proceedings. It is a pride for us to have an employee like you who has taken the organization's success to greater heights. We hope that you will continue to work with the same dedication in the future also. If you have any doubts regarding your increment, please feel free to contact me or visit me personally. Yours sincerely, (_____) The following is the sample of Appraisal letter. To, Mr. Richard Thomson Sales Executive ANC Inc. California Date: 12 August 2012 From, Robert Pereira HR Manager ANC Inc. Sub: Performance Appraisal It is a privilege for me to write this letter to you. Employees like you who work with sheer dedication are an asset to the organization. I am feeling very proud to mention that the company has decided to give you a raise in your salary by 35%. I have gone through your performance chart and was surprised to see that you have always achieved your target well on time and sometimes even exceeded the same also. Your increment will be valid from the 7th of next month, and I am forwarding this copy of the appraisal letter to the payroll department also. If you have any doubts regarding your increment, please feel free to meet me in person. Yours truly, _____ The sales performance Appraisal form is an evaluation form that is used by companies to evaluate the performance of a sales personnel in the company. Personnel can be assessed based on specific criterion, sales quota and so on. The feedback gotten from this appraisal can be used to reward employees and improve the quality of sales performance. Get started with this template today. Use this template An appraisal letter is given to employees after completing their performance review. If done right, it can be a great motivator for employees, ultimately leading to the success of an organisation. Usually, a company's HR department issues appraisal letters to employees. However, if drafting appraisal letters is not your forte, you've come to the right place. This blog post will discuss everything about appraisal letters and provide free Word (editable) and PDF templates. What is an appraisal letter? An appraisal letter is a written document stating that the employer has noticed the employee's contribution to the organisation. In short, it reflects their hard work, and the outcome enhances their morale. An appraisal letter mentions the strengths and weaknesses of an employee and provides valuable insights. It also helps identify the areas where an employee performed well and what skills they must acquire to perform better during the next appraisal cycle. How to write an appraisal letter? An appraisal letter provides clarity and motivation to an employee. However, you need to ensure that you follow the below-mentioned tips: Since the letter is an official document, it should be issued on the company's letterhead. Start the letter by honestly praising the employees, their work, and accomplishments during the appraisal cycle. While praising, keep the tone professional & polite. If possible, write down the employees' noteworthy achievements in the appraisal letter. Keep it crisp. Mention the details of employees' new salary, revised CTC, increment, and the effective date of the appraisal. Also, include if an employee has received any promotion or bonus. At the end of the letter, you can spend a little bit of time providing some constructive criticism based on the employee's performance during the cycle. This feedback needs to be specific and understandable so that the employee can work on it. Finally, close the appraisal letter by outlining what the employee is expected to do in the future. This part should be short and straight. It is better to communicate the expectations in person. Mention that the company looks forward to working with the employee in future. Appraisal letter format and template [Company Name] [Company Address] 20/01/2022 Appraisal Letter – CONFIDENTIAL Dear [Employee Name], Employee ID: [Employee ID] [Company Name] has and continues to move forward because of your hard work and contributions. [Company Name], as always, stays committed to its people first approach and puts you and your contributions at the forefront. In continuation to that thought and philosophy, we are taking this opportunity to congratulate and recognise you for your contributions and thank you for all your efforts. In recognition of your performance and contributions to [Company Name], we are delighted to promote you to [Employee Designation] and revise your Cost to Company to INR 330000, effective from [Appraisal Date] The break-down of your CTC is mentioned in Annexure A. We wish you tremendous success in the coming years and look forward to your long-term association and contributions to [Company Name]. Best, [HR Name] [HR Designation] Annexure A This is your expected monthly salary structure. Salary Component Amount Basic Salary 13,750 HRA 6,875 Special Allowance 4,125 Leave & Travel Allowance 2,750 ESI Employer Contribution 0 PF Employer Contribution 0 Total 27,500 Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of TDS, PF, ESI and professional taxes in accordance with applicable law. Download Appraisal Letter in Word for Free Download Appraisal Letter in PDF for Free Generate multiple HR letters with RazorpayX Payroll RazorpayX Payroll is an HR and payroll software that provides customisable HR letters such as offer letter, appointment letter, relieving letter, and more. Not just that, it also comes with in-built tools that quickly calculate the take-home salary and CTC for employees. It helps manage employees across their lifecycle from onboarding to exit along with their full and final settlement. Sign up for RazorpayX Payroll for free. You can choose from 3 different plans that fit your specific business needs. Start Our Forever Free Plan Now! FAQs Appraisals are essential because they allow organisations to recognise and reward employees who contribute to their success. Such recognition motivates the employee to perform better, resulting in the organisation's overall growth. The frequency of appraisal depends on company policies and standards. It can happen at different periods, such as annually, half-yearly, or quarterly.

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