

**Logo**

[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]

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[Date]

**Appraisal Letter – CONFIDENTIAL**

Dear [Employee Name],

Employee ID: [Employee ID]

At **[Company Name]**, we recognise that our progress is a result of dedicated individuals like you. Upholding our people-first philosophy, we value your significant contributions, placing them at the heart of our success.

It is with great pleasure that we extend our congratulations and heartfelt gratitude to you for your unwavering efforts.

In acknowledgement of your outstanding performance and contributions to **[Company Name]**, we are thrilled to announce your well-deserved promotion to **[Employee Designation]**. Additionally, your Cost to the Company has been revised to INR **[Revised Amount]**, effective from **[Appraisal Date]**. Please refer to Annexure A for a detailed breakdown of your CTC.

We have every confidence in your ability to achieve remarkable success in the years ahead and eagerly anticipate your continued dedication and contributions to [Company Name].

Best regards,

[HR Name]

[HR Designation]