**#Date#**

To,

**#\*firstname\*# #\*lasttname\*#**

Subject: Appraisal Certificate

The company has vigilantly monitored and evaluated your performance during the last **#evaluation period#**, and it was analyzed that your **#briefly describe positive or good performance attributes#** should recognized and rewarded. Management and the HR department has also decided that you can be entrusted with greater responsibilities based on your effectiveness and efficiency at work the place.

Hence, consequent to this review, we are pleased to promote you to the position of **#new designation#**, and as part of your appraisal, we are pleased to increment your annual CTC package to **#revised amount#** w. e. f. from **#revision date#**. All other terms of your employment remain the same.

We are confident you will make best use of the opportunity offered to you and contribute substantially to the success of our organisation as you have done in the past and fully justify the confidence we have placed in you.

We wish you all the best for greater success. Congratulations and keep up the spirit!

For **#\*companyname\*#**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**#Signing Authority Designation#**

**#Signing Authority Name#**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_