**#date#**

To,

**#\*firstname\*# #\*lastname\*#**

Subject: Appraisal Certificate

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

Hence, consequent to this review of your performance, we are pleased to promote you to the position of **#\*designation#**, and as part of your appraisal. As discussed during our meeting, your annual CTC package and 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_