

Reference Letter for Employee After Annual Performance Appraisal

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

To Whom It May Concern,

I am pleased to write this reference letter on behalf of **[Employee Name]**, who has been a valuable member of our organization in the position of **[Employee Position]** since **[Start Date]**. Following our recent annual performance appraisal, I would like to formally acknowledge and commend **[Employee Name]** for their outstanding performance and significant contributions to our team.

Throughout the appraisal period, **[Employee Name]** has consistently demonstrated strong work ethic, professionalism, and dedication. Notable achievements during this period include:

- **[Achievement #1]** â€” [Brief description of achievement and positive impact].
- **[Achievement #2]** â€” [Brief description of achievement and positive impact].
- **[Achievement #3]** â€” [Brief description of achievement and positive impact].

[Employee Name] excels in [mention key skills, e.g., communication, problem-solving, leadership], and quickly adapts to new challenges with a positive and proactive approach. They have proven to be a reliable team player, consistently exceeding set goals and supporting colleagues wherever possible.

In summary, I highly recommend **[Employee Name]** for any future opportunities. Their skills, integrity, and strong performance make them an asset to any organization. Please feel free to contact me should you require any further information.

Sincerely,

[Your Name]
[Your Position]