

[Sender Name]
[Sender Title]
[Company Name]
[Date]

To: [Employee Name]
Subject: Explanation of the Performance Appraisal Process

Dear [Employee Name],

As we approach our upcoming performance review cycle, I would like to outline the steps involved in our appraisal process to ensure transparency and clarity.

The process consists of the following stages:

- **Self-Assessment:** You will be asked to complete a self-evaluation form reflecting on your achievements, challenges, and goals over the past [Time Period].
- **Manager Review:** I will review your performance based on established Key Performance Indicators (KPIs), core competencies, and feedback from relevant stakeholders.
- **Appraisal Meeting:** We will meet on [Date/Time] to discuss both evaluations. This is an opportunity for open dialogue regarding your career development and support needs.
- **Goal Setting:** Together, we will define your objectives for the next period and identify any training or resources required for your success.
- **Final Documentation:** Following our meeting, a formal summary will be signed by both parties and placed in your personnel file.

The goal of this process is to recognize your contributions and align your professional growth with the company's objectives. Please complete your self-assessment by [Deadline Date].

If you have any questions regarding these steps, please feel free to reach out.

Best regards,

[Sender Signature]

[Sender Printed Name]