

**LETTER OF APPRAISAL**

Date: {LetterDate}.

To,

**{EmployeeName}, {EmpCode},  
{Designation},**

Singapore.

Sub: **Your Performance Appraisal**

Dear {EmployeeName },

We are pleased to inform you that your CTC is revised on the Basis of your performance and contribution to the organization.

Your new CTC will be payable from that date and are as follows:

- 1) Your new CTC will be as per Attachment.
- 2) This letter supersedes and replaces all previous oral or written communication given by company.

Version Systems Pvt. Ltd congratulates you on your appraisal and wishes you well in your position.

Yours sincerely,

For and on behalf of {CompanyName}

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(Authorized Signatory)

I accept the above-mentioned terms and conditions.

SIGNATURE:

DATE: