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| **S.No** | **Title** | **Remarks** | **From** | **To** |
| 1 | Upload Successful: Appraisal template | Sent yearly once | HR | HR |

Subject: Acknowledgement of Appraisal template upload

Dear Team,

This email is to acknowledge that you have successfully uploaded the appraisal template report for the teams (List of uploaded team).

Kindly use the below URL to review the uploaded report: (PDMR TAB login link)

Thank you for your cooperation.

Best regards,

PDMR TAB

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| --- | --- | --- | --- | --- |
| **S.No** | **Title** | **Remarks** | **From** | **To** |
| 2 | Pending for upload: appraisal report | Sent based on the list of employees/departments pending | HR | Employees/Managers |

Subject: Urgent: Pending List of Employee/Department appraisal Report Upload

Dear Name\_\_\_\_\_\_\_\_\_,

This is to remind you that the (employee name) of (department) appraisal report is yet to be uploaded.

Request you to prioritize this task and complete it before (Date) \_\_\_\_\_ (Month, Year).

Thank you for your cooperation.

Best regards,

PDMR TAB

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| **S.No** | **Title** | **Remarks** | **From** | **To** |
| 3 | Appraisal review | Sent to managers | HR | Managers |

Subject: Appraisal report- Review and Approval Request

Dear [Manager's Name],

We are pleased to inform you that the appraisal report has been uploaded successfully to your dashboard for review and action. As part of our ongoing efforts to monitor and improve our processes, we kindly request that you review (Hyper link to open the PDMR TAB) the report and take necessary actions to address any areas of queries.

Your prompt attention to this matter is greatly appreciated, and we look forward to receiving your feedback and suggestions by [Deadline].

Kindly take a moment to review (Hyper link to open the PDMR TAB) the report and provide your approval at your earliest convenience.

If you have any questions or concerns, please submit it in the portal (Hyper link to open the PDMR TAB) .

Thank you for your cooperation.

Best regards,

PDMR TAB

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| **S.No** | **Title** | **Remarks** | **From** | **To** |
| 4 | Reminder:Appraisal Approval | Sent to manager for approval of employee data | HR | Managers |

Subject: Reminder: Appraisal report- Review and Approval Request

Dear [Manager's Name],

Reminder on your approval for the appraisal report for your team, which has been updated in the PDMR TAB (Hyper link to open the PDMR TAB). All employees have submitted their remarks for your review.

Kindly take a moment to review (Hyper link to open the PDMR TAB) the report and provide your approval at your earliest convenience.

Thank you for your attention to this matter.

Best regards,

PDMR TAB

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| --- | --- | --- | --- | --- |
| **S.No** | **Title** | **Remarks** | **From** | **To** |
| 5 | Acknowledge : Appraisal Report | Sent to manager for Acknowledgment of Approval | HR | Managers |

Subject: Acknowledgment of Approval for Appraisal Report

Dear [Manager's Name],

We would like to acknowledge the approval of the appraisal report for your team, which has been successfully updated in the PDMR TAB.

Thank you for your timely review and support.

Best regards,

PDMR TAB

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| --- | --- | --- | --- | --- |
| **S.No** | **Title** | **Remarks** | **From** | **To** |
| 6 | Final Review : Appraisal Report | Sent to HR for final approval |  | HR |

Subject: Final Review

Dear Team,

We would like to acknowledge that the appraisal report updated by the employees have been reviewed by respective departments {Department Name}.

Best regards,

PDMR TAB