

Click here to enter the local office address

Telephone: Click here to enter text

E-mail: Click here to enter text

Date: Click here to enter text

Dear Click here to enter the doctor’s name

**FIRST REMINDER: Your appraisal** Click here to enter the financial year of the appraisal

This is to remind you that are due to have your appraisal at the latest by Click here to enter text. For your appraisal to be considered complete, your post appraisal paperwork needs to be in the office by Click here to enter text + 28 days.

If you do not think you need an appraisal this year please inform the office of the reasons in writing or by e-mail at the above address to avoid you receiving further reminders. You must inform us and/or Medical Performers List administrators about the circumstances that mean that you do not need to have your appraisal.

If you have mitigating circumstances, please advise the office so that we can consider invoking the formal process to postpone your appraisal. The enclosed document (Medical Appraisal Policy Annex D: Requesting postponement of appraisal) will help you to decide how to proceed. Should you have any queries, please do not hesitate to contact me.

Yours sincerely

Click here to enter electronic signature if available

Click here to enter text

Click here to enter title

*Enc:* Medical Appraisal Policy Annex D: Requesting postponement of appraisal

The NHS Commissioning Board (NHS CB) was established on 1 October 2012 as an executive non-departmental public body. Since 1 April 2013, the NHS Commissioning Board has used the name NHS England for operational purposes.