

Reflection on Positive Appraisal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Reflection on Performance Appraisal

Dear [Manager's Name],

I hope this message finds you well. I would like to take a moment to reflect on the positive appraisal I received during our recent performance review. I truly appreciate the kind words and recognition of my efforts over the past year.

Your feedback regarding my contributions to [specific project or responsibility] was particularly encouraging. It reaffirms my commitment to delivering quality work and striving for excellence in all that I do.

I am excited about the opportunities that lie ahead and am motivated to continue improving my skills and performance. Your support and guidance are invaluable to my growth, and I look forward to contributing even more effectively to our team.

Thank you once again for your positive feedback and encouragement. It means a lot to me.

Sincerely,

[Your Name]