

Accountability Letter for Performance Review

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Accountability for Performance Review

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally address the recent performance review I received on [insert date of review]. I have taken the feedback to heart and want to express my accountability for the areas where my performance did not meet expectations.

Throughout the review, several key issues were identified, including [briefly list specific areas of concern]. I understand the impact these shortcomings have had on our team and the organization as a whole.

Moving forward, I am committed to taking specific actions to improve my performance. These include [mention steps you plan to take, such as seeking additional training, setting specific goals, or improving communication]. I believe that with focused effort, I can regain your trust and contribute positively to our team.

I appreciate your support and guidance during this process. I am open to any further suggestions you may have to help me achieve my goals.

Thank you for bringing this to my attention, and I look forward to demonstrating my commitment to improvement.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]