

Letter of Humility Following Feedback

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I want to take a moment to express my gratitude for the feedback you provided during our recent performance review. While I acknowledge that my performance has not met expectations, I wholeheartedly appreciate your honesty and guidance.

It is never easy to hear constructive criticism, but I recognize that it is an essential part of personal and professional growth. I am committed to using this feedback as an opportunity to improve and enhance my work. I plan to take the following steps:

- Reflect on the specific areas where I fell short.
- Seek additional training and resources to build my skills.
- Regularly check in with you and my peers for ongoing feedback.

Thank you once again for your support and understanding. I value your mentorship and am eager to work toward bettering my performance. Please let me know if you have any further suggestions or resources that might assist me in this endeavor.

Warm regards,

[Your Name]

[Your Title]

[Your Contact Information]