

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Reflection on Performance Review

Dear [Manager's Name],

I hope this message finds you well. I wanted to take a moment to reflect on my recent performance review. While I appreciate the feedback provided, I must admit that the results were disappointing for me.

During the review, I realized that there are specific areas where my performance did not meet expectations. I take full responsibility for this and acknowledge that I need to improve. I value the insights shared during our discussion and recognize that they are crucial for my professional growth.

To address the concerns raised, I am committed to developing a plan that will help me enhance my skills and contributions to our team. I appreciate any recommendations you might have for resources or strategies that could assist me in this process.

Thank you for your guidance and support. I look forward to working together to ensure that I can demonstrate my capabilities moving forward.

Sincerely,

[Your Name]

[Your Position]