

Performance Review Acknowledgment

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Acknowledgment of Performance Review

Dear [Manager's Name],

I hope this message finds you well. I am writing to acknowledge the receipt of my performance review conducted on [insert date of review]. I appreciate the time and feedback you provided, as it offers valuable insights into my contributions and areas for improvement.

I am committed to leveraging your feedback to enhance my performance and align more effectively with the team's goals. I look forward to discussing actionable steps and any additional resources that may assist in my development.

Thank you once again for your guidance and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]