

Performance Review Appeal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Appeal of Performance Review - [Your Job Title]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally appeal the performance review I received on [Date of Review]. While I appreciate the feedback provided, I would like to discuss some concerns that I believe warrant reconsideration.

Firstly, I would like to highlight [specific achievements, projects, or contributions] that I feel demonstrate my performance and value to the team that may not have been fully acknowledged during the review process.

Additionally, I would like to address the areas of critique mentioned, specifically [describe particular feedback] and provide context that I believe is essential for a fair evaluation.

I am committed to my personal and professional growth, and I value the opportunity to improve in areas necessary for our team's success. I would appreciate the chance to meet and discuss this matter further at your earliest convenience.

Thank you for considering my appeal. I look forward to your response.

Sincerely,

[Your Name]