

Letter of Acknowledgment and Commitment to Improvement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the feedback provided regarding my performance in [specific area or project]. I appreciate your insights and the opportunity to reflect on my actions.

Upon careful consideration, I recognize that there are areas where I fell short of expectations. I take full responsibility for my performance, and I am committed to making the necessary improvements.

To address these concerns, I have developed a plan that includes [briefly outline specific steps you will take to improve]. I believe that these actions will not only enhance my performance but also contribute positively to our team and organization.

Thank you for your guidance and support. I am committed to continuous improvement and to ensuring that I meet and exceed expectations moving forward.

Sincerely,

[Your Name]

[Your Position]