

# Letter of Appeal

**Date:** [Insert Date]

**To:** [Manager's Name]

**Department:** [Department Name]

**Company:** [Company Name]

**Subject:** Appeal Against Performance Review Assessment

Dear [Manager's Name],

I am writing to formally appeal the results of my recent performance review conducted on [Insert Date of Review]. After carefully reflecting on the feedback provided, I believe that my performance has not been accurately represented.

Specifically, I would like to address the following points:

- [Point 1: Description]
- [Point 2: Description]
- [Point 3: Description]

I have consistently worked towards achieving our departmental goals and have taken on additional responsibilities, which I feel were not adequately considered during the review process. I am committed to my professional development and would appreciate the opportunity to discuss my performance in more detail.

I kindly request a meeting to go over these points and further clarify my position. Thank you for considering my appeal. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]