

Challenge to Performance Review Conclusions

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Your Company]

Dear [Manager's Name],

I am writing to formally challenge the conclusions drawn in my recent performance review conducted on [Date of Review]. While I appreciate the feedback provided, I believe there are several inaccuracies that require clarification.

Firstly, [describe the specific point of contention, e.g., "the assessment of my project contributions does not accurately reflect the outcomes and efforts involved."]. I would like to provide further context and examples to support my case.

Secondly, [another point of contention, e.g., "the feedback regarding my collaboration with team members overlooked my proactive initiatives that fostered teamwork."]. I believe this aspect merits a reconsideration based on the positive outcomes achieved.

I welcome the opportunity to discuss this matter further and provide additional insights that may not have been captured during the review process. I am committed to my professional growth and value constructive feedback.

Thank you for your attention to this matter. I am looking forward to your response.

Sincerely,

[Your Name]