

Letter of Disagreement Regarding Performance Appraisal Feedback

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Disagreement with Performance Appraisal Feedback

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my disagreement with certain aspects of the performance appraisal feedback I received on [insert date of appraisal]. While I appreciate the time and effort put into the appraisal process, I would like to address specific points that I believe do not accurately reflect my performance.

Firstly, in the feedback regarding [specific area of feedback], I believe that my contributions in this area were significant due to [provide specific examples or evidence]. I feel that this was not fully acknowledged in the review.

Additionally, the assessment of [another area] seems to overlook [mention any context or details that support your view]. I would appreciate the opportunity to discuss this matter further, as I believe my performance in this regard merits a different evaluation.

I am committed to my personal and professional growth and would like to collaborate on how I can improve moving forward. I hope to have a constructive discussion with you regarding this feedback.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]