

Letter of Dissatisfaction with Performance Review Decision

[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]

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with the recent performance review decision communicated to me on [date of review]. After reflecting on the feedback and the assessment presented, I feel that the evaluation does not accurately represent my contributions and achievements during the review period.

Specifically, I would like to address the following points:

- [Point 1: Brief description]
- [Point 2: Brief description]
- [Point 3: Brief description]

I believe a further discussion regarding this matter would be beneficial, as I am eager to understand the rationale behind the review and to ensure a fair evaluation of my performance. I am confident that my contributions have positively impacted the team and the company.

Thank you for considering my concerns. I look forward to discussing this matter further at your earliest convenience.

Sincerely,
[Your Name]