

Letter of Challenge to Performance Review Conclusions

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally challenge the conclusions drawn in my recent performance review dated [insert date of review]. Upon careful reflection and review of the feedback provided, I believe that certain observations may not reflect my performance accurately.

Firstly, I would like to address [specific point of contention], as I believe that my contributions in this area were underestimated. [Provide evidence or examples to support your claim].

Furthermore, regarding [another specific point], I seek clarification on [mention any ambiguities or misunderstandings]. [State your perspective or corrective information].

I value my position at [Company Name] and am committed to my continuous improvement. I believe a more comprehensive review of my performance could foster a more accurate assessment that reflects my dedication and accomplishments.

Thank you for considering my request for discussion. I would appreciate the opportunity to meet and discuss this further at your earliest convenience.

Sincerely,

[Your Name]

[Your Job Title]