

## **Subject: Response to Performance Assessment**

Dear [Manager's Name],

I hope this message finds you well. I am writing in response to the recent performance assessment I received dated [insert date]. I appreciate the feedback provided; however, I would like to address certain points that I believe do not accurately reflect my contributions.

Firstly, while it was mentioned that my project timelines were not met, I would like to highlight the unforeseen challenges we encountered, such as [briefly explain challenges]. I took proactive steps by [mention actions taken] to mitigate these issues and ensure project continuity.

Additionally, my commitment to team collaboration is evident through [provide examples, e.g., mentorship, teamwork]. I have consistently taken the initiative to support my colleagues during peak periods.

Moreover, I am actively pursuing professional development through [list training courses or development activities] to enhance my skills and contribute more effectively to our team goals.

Given these points, I would appreciate the opportunity for a meeting to further discuss my performance and clarify any misunderstandings. Thank you for considering my perspective, and I am eager to demonstrate my commitment to the team's success moving forward.

Sincerely,

[Your Name]

[Your Position]