

# Dispute Letter Regarding Performance Feedback

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally dispute the performance feedback I received during our recent review on [insert date of review]. While I appreciate the feedback provided, I believe that several points worth addressing may have contributed to misunderstandings regarding my performance.

Firstly, I would like to highlight [specific achievement or contribution related to performance]. This accomplishment demonstrates my commitment and ability to meet our team's objectives effectively.

Additionally, I would like to clarify [specific incident or metrics that may have been misinterpreted]. I believe that this reflects my overall performance in a different light.

Moving forward, I welcome the opportunity to discuss this feedback further. I am eager to align my efforts with the team's goals and address any areas for improvement constructively.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]