

Performance Review Rectification Letter

Date: [Insert Date]

Dear [Employee's Name],

I hope this message finds you well. I would like to take the opportunity to address some points raised during your recent performance review. It has come to my attention that there may be some misconceptions regarding your contributions and performance.

Firstly, I would like to acknowledge your efforts in [Specific Project or Task]. It seems that the data presented may not have accurately reflected your involvement and the positive outcomes that resulted from your hard work.

Furthermore, regarding feedback on [Specific Behaviors or Outcomes], I believe there may have been some misunderstandings that I'd like to clarify. Your approach to [specific situation] showcased [specific outcomes], which is truly commendable.

Moving forward, I am committed to ensuring that your contributions are recognized and that any future reviews accurately represent your performance. Please feel free to discuss any concerns with me directly, as your feedback is invaluable.

Thank you for your understanding and for your continued dedication to our team.

Best regards,

[Your Name]

[Your Position]

[Company Name]