

Response to Performance Feedback

Dear [Manager's Name],

Thank you for your honest feedback regarding my recent performance. I appreciate your insights and the time you took to discuss the areas where I can improve.

I want to acknowledge the specific points you raised about [mention specific feedback, e.g., meeting deadlines, communication skills]. I understand the importance of these aspects in our team's success and I am committed to enhancing my performance in these areas.

To address these issues, I plan to [briefly outline a plan of action, e.g., set reminders for deadlines, participate in communication workshops]. I am also open to any additional suggestions you might have that could assist me in my development.

Once again, thank you for your guidance. I am determined to make the necessary improvements and appreciate your ongoing support.

Sincerely,

[Your Name]

[Your Position]