

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing in response to my recent performance evaluation dated [Date of Evaluation]. While I appreciate the feedback provided, I would like to address a few points that I believe warrant further discussion.

Firstly, I acknowledge the areas where improvement is needed, particularly [mention specific area]. I am committed to enhancing my performance and would appreciate any additional guidance or resources that could assist me in this process.

Moreover, I feel that my contributions in [mention any specific projects or successes] were not fully captured in the evaluation. I believe that these accomplishments demonstrate my commitment to the team and the organization's goals.

Lastly, I would like to request a meeting to discuss my performance further and to develop a constructive plan moving forward. I am eager to improve and contribute positively to our team.

Thank you for your understanding, and I look forward to your response.

Sincerely,

[Your Name]