

Work Evaluation Feedback Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 to formally appeal the feedback I received during my recent work evaluation held on [insert evaluation date]. I appreciate the time and effort you put into the assessment, but I would like to address some concerns regarding the accuracy of the evaluation.

Specifically, I would like to discuss [insert specific feedback or points of contention]. I believe that my contributions in these areas include [insert your achievements or evidence supporting your case].

I am committed to my professional development and would appreciate any clarification or insight into how I can improve. I am confident that a review of my performance would reflect a more accurate representation of my work.

I kindly ask for a meeting at your earliest convenience to discuss this matter further. Thank you for considering my appeal. I look forward to your response.

Sincerely,

[Your Name]