

Letter of Appeal for Performance Review Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally appeal the performance review rating I received for the [insert review period] period, due to [briefly state the reason for your appeal].

Throughout the review period, I have accomplished [list major achievements or contributions], which I believe warrant a reconsideration of my rating. My efforts in [specific project or responsibility] clearly demonstrate my commitment and positive impact in our team.

I respectfully request a meeting to discuss my performance review and the feedback I received. I am confident that further discussion can clarify my contributions and the overall outcomes of my work.

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

Sincerely,

[Your Name]