

# Letter of Challenge Against Performance Evaluation

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally challenge the performance evaluation I received on [evaluation date]. I believe that my performance has been assessed in an unjust manner, and I would like to provide specific examples to support my case.

Throughout the evaluation period, I successfully [mention specific achievements or contributions], which I believe demonstrate my commitment and effectiveness in my role. However, the feedback I received fails to reflect these accomplishments.

I request a meeting to discuss this matter further and to review my performance in greater detail. I am confident that a thorough examination of my contributions will clarify any misunderstandings.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]