

Inquiry into Rating Discrepancy in Performance Review

Dear [Manager's Name],

I hope this message finds you well. I am writing to address some concerns regarding my recent performance review conducted on [Date of Review]. I noticed a discrepancy in the rating I received compared to my self-assessment and feedback from peers.

Specifically, I received a rating of [Rating] for [Performance Component], while my self-assessment reflected a [Self-Assessment Rating]. I believe it is important to understand the rationale behind this difference to ensure clarity and to guide my development going forward.

I would appreciate the opportunity to discuss this matter with you at your earliest convenience. Please let me know a suitable time for a meeting.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]