

Letter of Acceptance

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Acceptance of Performance Feedback

Dear [Manager's Name],

Thank you for taking the time to provide me with feedback regarding my performance. I appreciate the constructive criticism and the recognition of my strengths.

After reviewing your comments, I wholeheartedly accept your feedback. I understand the areas I need to improve upon and am committed to addressing them promptly.

I look forward to working together on developing my skills further and contributing positively to our team.

Thank you once again for your guidance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]