

Acknowledgment of Performance Appraisal Comments

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

Thank you for your valuable feedback regarding your recent performance appraisal. We appreciate your thoughtful comments and insights, which contribute to enhancing our performance review process.

We acknowledge your points regarding [briefly summarize main comments/concerns], and we are committed to addressing these matters as we move forward. Your input is essential in helping us foster a supportive and productive work environment.

If you have any further questions or require additional discussion, please do not hesitate to reach out.

Thank you once again for your engagement and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]