

Letter of Gratitude

Dear [Manager's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for the insights you shared during my recent performance review.

Your feedback on [specific areas of feedback] was particularly valuable, and I appreciate the effort you put into recognizing my contributions. It has provided me with a clear direction for my professional growth and development.

Thank you again for your support and guidance. I am excited to implement your suggestions and continue to contribute to our team's success.

Best regards,

[Your Name]

[Your Position]