

# Reflection on Performance Evaluation Outcomes

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Reflection on Performance Evaluation

Dear [Manager's Name],

I would like to take this opportunity to reflect on the outcomes of my recent performance evaluation conducted on [insert date of evaluation]. I appreciate the feedback provided and the time you took to discuss my contributions and areas for improvement.

Firstly, I am grateful for the recognition of my efforts in [mention specific accomplishments or projects]. It motivates me to continue striving for excellence in my role.

Regarding the areas that require improvement, I acknowledge the importance of [mention specific areas for development]. I have begun implementing an action plan that includes [briefly describe your plan for improvement].

I welcome any additional feedback or resources you think may assist me in my development. Thank you for your support and guidance.

Sincerely,

[Your Name]

[Your Position]