

Response to Performance Evaluation Results

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Response to Performance Evaluation

Dear [Manager's Name],

I hope this message finds you well. I would like to take a moment to express my gratitude for the feedback provided in my recent performance evaluation. I appreciate the time and effort you invested in assessing my contributions and areas for improvement.

While I am pleased to see progress in [mention any positive feedback], I acknowledge the concerns raised regarding [mention any areas for improvement]. I am committed to addressing these points and enhancing my performance moving forward.

To that end, I would welcome the opportunity to discuss actionable steps and resources that could aid in my development. I believe that with the right guidance, I can significantly contribute to our team's goals.

Thank you once again for your feedback. I look forward to our conversation and to taking steps towards further improvement.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]