

# Response to Performance Evaluation

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Response to Performance Evaluation

Dear [Manager's Name],

Thank you for taking the time to evaluate my performance during the [insert evaluation period]. I appreciate the feedback you provided and the insights into my strengths and areas for improvement.

I am pleased to hear that you recognize my contributions to [specific project or task]. I value the opportunity to [mention any specific skills or contributions]. Your acknowledgment motivates me to continue striving for excellence.

I also understand the points raised regarding my performance in [specific area of improvement]. I am committed to addressing these concerns and have already started taking steps to enhance my skills, including [mention any specific plans or actions].

Thank you once again for your constructive feedback. I look forward to our continued collaboration and will do my best to exceed expectations moving forward.

Sincerely,  
[Your Name]  
[Your Job Title]