

Polite disagreement with performance appraisal

Subject: Feedback on Performance Review Results

Dear [Manager's Name],

I am writing to respectfully share my perspective on the recent performance evaluation I received.

While I appreciate the feedback provided, I believe some points may not accurately reflect my efforts and achievements over the review period.

For instance, [provide specific example where review differed from your records or contributions]. I

would be grateful if these points could be reconsidered in light of the evidence I've attached.

I remain committed to self-improvement and professional growth, and I welcome constructive feedback. However, I also believe it is important for evaluations to be fair and balanced.

Thank you for taking my concerns into account. I hope we can discuss this in detail soon.

Kind regards,

[Your Name]

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