

Employee disagreement with performance evaluation

Subject: Response to Performance Review

Dear [Manager's Name],

I would like to thank you for taking the time to conduct my recent performance evaluation. While I appreciate the feedback provided, I respectfully disagree with some of the assessments and would like to clarify my perspective.

In particular, the comments regarding [specific performance aspect] do not fully reflect the contributions I have made in this area. For example, over the past quarter, I successfully [mention achievements, metrics, or projects], which I believe demonstrates stronger performance than what was documented. I also received positive feedback from colleagues and clients that further supports this.

I am open to discussing this in detail so we can ensure the review accurately reflects my efforts and contributions. I remain committed to continuous improvement and to meeting the team's goals.

Sincerely,

[Your Name]

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