

Formal reply to appraisal letter expressing gratitude

Subject: Response to Performance Appraisal

Dear [Manager's Name],

I would like to sincerely thank you for sharing my recent performance appraisal. I am grateful for your recognition of my contributions and the constructive feedback provided.

I am committed to continuing my efforts to improve and contribute meaningfully to our team's objectives. Your guidance and support are invaluable, and I look forward to implementing the suggestions mentioned in my appraisal.

Thank you once again for acknowledging my work and encouraging my professional growth.

Sincerely,

[Your Name]

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