

Reply to appraisal requesting further details

Subject: Appraisal Feedback Clarification

Dear [Manager's Name],

Thank you for sharing my appraisal. I have reviewed the feedback and would like to discuss a few points in detail to ensure I fully understand the areas for improvement and expectations moving forward.

Could we schedule a brief meeting at your convenience to clarify these points? I want to ensure I address all suggestions effectively and continue contributing positively to the team.

Looking forward to your response.

Best regards,

[Your Name]

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