

Reply showing initiative and planning

Subject: Appraisal Feedback and Action Plan

Dear [Manager's Name],

Thank you for your detailed appraisal and feedback. I have carefully reviewed your comments and prepared an action plan to address the areas highlighted for improvement.

I will focus on enhancing [specific skills/areas] and aim to achieve measurable progress within the next [timeframe]. I appreciate your continued support and guidance as I work toward these goals.

Sincerely,

[Your Name]

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