

Diplomatic reply to unsatisfactory appraisal

Subject: Response to Appraisal

Dear [Manager's Name],

I have received my performance appraisal and would like to express my thoughts respectfully. While I appreciate the feedback, I had hoped for recognition in some areas where I have made significant contributions.

I would be grateful for an opportunity to discuss the appraisal further and understand how I can align my efforts more closely with expectations.

Thank you for your time and consideration.

Kind regards,

[Your Name]

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