

[Your Name]
[Your Position]
[Your Department]
[Your Company]
[Date]
[Manager's Name]
[Manager's Position]
[Manager's Department]
[Company Name]

Dear [Manager's Name],

Subject: Justification for Performance Review Rating

I hope this message finds you well. I am writing to provide my perspective regarding my recent performance review rating of [insert rating]. I appreciate the feedback provided during our evaluation and would like to elaborate on my contributions and accomplishments over the past year.

1. ****Key Achievements****:

- [List specific projects or tasks completed, highlighting their impact on the team or organization.]
- [Quantifiable metrics or outcomes that demonstrate success.]

2. ****Challenges Overcome****:

- [Describe any obstacles faced and how you addressed them, showcasing resilience and problem-solving skills.]

3. ****Collaboration and Teamwork****:

- [Provide examples of how you have successfully worked with colleagues, contributed to team goals, or supported others in their roles.]

4. ****Professional Development****:

- [Mention any training, certifications, or skills acquired that enhance your performance and benefit the team.]

Given these points, I believe that my contributions significantly align with the expectations necessary for a higher rating. I am committed to continuing to excel and would appreciate any further feedback that could aid my growth within the team.

Thank you for considering my perspective on this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Contact Information]