

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally address and justify my work performance for the [specific period or project name] at [Company's Name].

First and foremost, I would like to highlight my commitment to delivering high-quality work consistently. Over the past few months, I have [briefly enumerate key achievements, responsibilities, or projects completed].

These accomplishments not only reflect my dedication but also my ability to meet and exceed the goals set forth by our team.

Furthermore, I have proactively sought feedback from colleagues and supervisors to continuously improve my performance. I have participated in [mention any training, workshops, or meetings], which has equipped me with new skills and insights that I have applied to my work.

Additionally, I have maintained a positive and collaborative attitude while working on [mention specific team projects or initiatives], which has strengthened our team's dynamics and fostered a supportive work environment.

I understand that there are areas where I can improve, and I am committed to addressing these through [mention any plans for development or improvement, such as training programs or seeking mentorship].

I appreciate the support and guidance received from you and the team throughout this period. I am confident that with continued focus and dedication, I will continue to contribute positively to [Company's Name]. Thank you for considering my justification of my work performance. I look forward to discussing this further and receiving your feedback.

Sincerely,

[Your Name]
[Your Job Title]