

[Your Name]
[Your Job Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Manager's Job Title]
[Company Name]

Dear [Manager's Name],

I am writing to acknowledge receipt of my performance review conducted on [Date of Performance Review]. I appreciate the time and effort you dedicated to assessing my contributions over the past [time period] and providing constructive feedback.

I value your insights regarding my strengths in [mention specific strengths] and am committed to addressing the areas for improvement that we discussed, particularly [mention specific areas for improvement]. I look forward to implementing your suggestions and achieving the goals we set for the upcoming period.

Thank you once again for your guidance and support. I am eager to continue contributing to [Company Name] and growing in my role.

Sincerely,
[Your Name]