

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally justify my performance and contributions over the past [time period, e.g., year, quarter].

Throughout this time, I have focused on [specific goals or objectives], leading to [specific accomplishments or outcomes]. Some key highlights of my performance include:

- [Achievement 1: Brief description and impact]
- [Achievement 2: Brief description and impact]
- [Achievement 3: Brief description and impact]

Furthermore, I have actively worked on [mention any additional responsibilities, teamwork, or initiatives], which has helped [describe the positive outcome or benefit to the company].

I believe my contributions have not only met but exceeded expectations, and I am eager to continue driving results for our team and the company as a whole.

Thank you for considering my performance justification. I look forward to discussing this with you further.

Sincerely,

[Your Name]
[Your Job Title]