

Writing a professional letter to dispute a performance review requires a clear and respectful approach. This guide provides a free template for disputing a performance review, along with a realistic example, a variation, and key components and tips for writing.

## Purpose of Letters for Disputing Performance Reviews

- **Clarify Misunderstandings:** Address any discrepancies or misunderstandings in the performance review.
- **Provide Additional Information:** Offer additional context or information that may not have been considered in the initial review.
- **Seek Fair Assessment:** Aim to ensure that the performance review is fair and reflective of your actual work and achievements.
- **Maintain Professional Relationships:** Communicate your concerns in a manner that maintains and respects professional relationships.

## Key Components of a Letter Disputing a Performance Review

**Introduction:** Begin with a brief introduction and state the purpose of the letter.

**Specific Points of Dispute:** Detail the specific aspects of the performance review you are disputing.

**Supporting Evidence:** Provide evidence or examples to support your points of dispute.

**Desired Outcome:** Clearly state what you are hoping to achieve,

such as a review of the assessment, a meeting to discuss further, etc.

**Professional Tone:** Maintain a respectful and professional tone throughout the letter.

**Closing:** End with a statement of appreciation for considering your perspective and a willingness to discuss the matter further.

## Letter for Disputing a Performance Review Template

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

[Reviewer's Name or HR Manager's Name]  
[Reviewer's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Reviewer's Name or 'HR Manager'],

I am writing in response to the performance review I received on [Date], conducted by [Reviewer's Name, if different from the recipient]. While I appreciate the time and effort put into my assessment, I believe certain aspects of the review do not accurately reflect my performance and contributions over the past [time period].

Specifically, I would like to address [mention the specific

points of the review you are disputing]. [Provide evidence or examples that support your dispute. This could include project successes, recognition, client feedback, etc.]

I believe a reconsideration of these points is important for my career development and future contributions to the company. I am seeking [state your desired outcome, such as a reevaluation of the review, a meeting to discuss it, etc.].

I am committed to my role at [Your Company Name] and to continually improving my performance. I would welcome the opportunity to discuss this matter in more detail, either with you or [Reviewer's Name, if different].

Thank you for taking the time to consider my perspective on this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

## **Example Letter Using the Template**

Emma Thompson  
Marketing Specialist  
Bright Media Corp.  
456 Media Avenue  
Adtown, AD 12345  
emma.thompson@brightmedia.com  
(555) 123-4567  
April 15, 2024

Susan Lee  
Marketing Director  
Bright Media Corp.  
456 Media Avenue  
Adtown, AD 12345

Dear Ms. Lee,

I am writing in response to the performance review I received on April 1, 2024, conducted by you. While I appreciate the time and effort put into my assessment, I believe certain aspects of the review do not accurately reflect my performance and contributions over the past year.

Specifically, I would like to address the evaluation of my project management skills. In the review, it was noted that my project management was often lacking in organization. However, I would like to highlight the successful completion of the 'Summer Campaign' project, which received commendation from our clients and resulted in a 20% increase in audience engagement. This success, I believe, demonstrates a strong capacity for effective project management.

I believe a reconsideration of these points is important for my career development and future contributions to the company. I am seeking an opportunity to discuss this aspect of my review in more detail.

I am committed to my role at Bright Media Corp. and to continually improving my performance. I would welcome the opportunity to discuss this matter in more detail with you.

Thank you for taking the time to consider my perspective on this matter.

Sincerely,

Emma Thompson

## **Letter for Disputing a Performance Review Template Variation**

[The variation of the letter for disputing a performance review template will be provided in the next message.]

# Letter for Disputing a Performance Review Template Variation

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

[Reviewer's Name or HR Department]  
[Reviewer's Position, if applicable]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Hello [Reviewer's Name or 'HR Department'],

I am reaching out to discuss my recent performance review held on [Date], led by [Reviewer's Name, if different from the recipient]. While I am grateful for the feedback and the opportunity to reflect on my performance, I have some concerns regarding certain aspects of the review that I believe do not fully represent my contributions and achievements.

One area in particular I wish to address is [mention the specific aspect of the review you disagree with]. For instance, the review suggested that [describe the point of disagreement]. However, I would like to bring to light [provide specific examples or evidence that support your perspective, such as successful projects, initiatives led, or positive feedback from colleagues or clients].

Given these points, I feel that a reassessment or further discussion on this matter would be beneficial. My intention is to ensure a fair and accurate representation of my

performance, aligning with my commitment and contributions to [Your Company Name].

I respect the review process and am eager to work constructively towards resolving this matter. A discussion with [Reviewer's Name or appropriate person/department] would be greatly appreciated.

Thank you for considering my request for a reassessment. I am hopeful for a positive resolution and am committed to continuous improvement and success in my role.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

## **Example Letter Using the Variation Template**

Jason Clark  
Senior Software Developer  
Tech Innovations Inc.  
789 Coding Road  
Innovate City, IC 45678  
jason.clark@techinnovations.com  
(555) 456-7890  
April 22, 2024

Rachel Green  
HR Department  
Tech Innovations Inc.  
789 Coding Road  
Innovate City, IC 45678

Hello HR Department,

I am reaching out to discuss my recent performance review held

on April 15, 2024, led by Tom Harris. While I am grateful for the feedback and the opportunity to reflect on my performance, I have some concerns regarding certain aspects of the review that I believe do not fully represent my contributions and achievements.

One area in particular I wish to address is the assessment of my collaboration skills. The review suggested that I occasionally work in isolation and do not effectively engage with the team. However, I would like to bring to light my recent collaboration on the 'Alpha Project', where my role was crucial in connecting different departments and leading the software integration process, which was praised by the project manager, Susan Miller.

Given these points, I feel that a reassessment or further discussion on this matter would be beneficial. My intention is to ensure a fair and accurate representation of my performance, aligning with my commitment and contributions to Tech Innovations Inc.

I respect the review process and am eager to work constructively towards resolving this matter. A discussion with Tom Harris or another appropriate member of the HR department would be greatly appreciated.

Thank you for considering my request for a reassessment. I am hopeful for a positive resolution and am committed to continuous improvement and success in my role.

Best regards,

Jason Clark