SAMPLE – REBUTTAL EXAMPLE FOR BAD EMPLOYEE EVALUATION

To: [Reviewer's Name, Title, Company]

From: [Your Name, Title, Company]

Date: [Insert today's date]

Subject: My Performance Review Dated [Insert date of performance review]

Dear [Reviewer's Name],

I have given much thought to my recent performance review on [date of performance review]. I appreciate the feedback, and want to discuss several of the points made.

My performance on [cite the evaluation item, such as 'good team player'] was evaluated to be [insert the negative metric or score, such as 'unsatisfactory' or 'below standards']. I disagree with this evaluation point; I want to stress that [note a specific example that refutes the claim, such as receipt of an award or customer compliment].

I also received a [cite the negative performance metric] score on [insert the evaluation item]. While I have been working on this, I understand that I have room for improvement here. I believe that [insert improvement idea, such as taking a training class] would benefit my performance, and I would like to discuss this with you.

May we meet for 30 minutes [insert a timeframe, such as 'next week'] to discuss these items? Please call me at [insert phone number] with some suggested times. I look forward to a productive discussion.

Sincerely,

[Your Name]