

Model OBJECTION letter

Dear <name supervisor>,

On <date>, I received I negative appraisal from you, and I wish to object for the following reasons: [Select as appropriate]

1. Prior to the job appraisal interview, I did not receive any notification indicating that my performance had failed to meet the requirements.
2. Prior to the job appraisal interview, no job performance interview was held during which it was discussed that I had failed to perform satisfactorily in any area.
3. No plan for improvement whatsoever has been discussed.
4. I have not received any guidance in the period between the previous job performance interview and the job appraisal interview.

Based on the facts set out above, I hereby object to the negative assessment, and would like to be sent the documents that demonstrate how you have reached your decision.

You have been sent this objection by regular post and by email.

Yours sincerely, <name>