

## Response to Negative Performance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Employer's Name]

[Employer's Address]

[City, State, Zip Code]

Dear Employer's Name,

I hope this letter finds you in good health. I am writing this to you in response to your feedback on my poor performance in the office that I have just recently received. First, I would like to offer my apologies for not meeting your expectations. I fully understand that my performance has been below par and I will do my best to ensure that I don't make the same mistakes in the future.

I realize that there are many areas that could be improved and I promise to work on these in order to bring my performance up to your standards. Thank you for giving me this opportunity to improve and I hope you will see positive changes in my work going forward.

[Your Signature]

[Your Printed Name]

List of enclosures: [i.e., medical reports]