

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Evaluation Report

Dear :

I have reviewed my evaluation report concerning my job performance and I am not in agreement with certain aspects of the report. Therefore, I refuse to sign it until I meet with you in order to discuss the issues I have with the scores in certain categories.

Sincerely,

N A M E