XYZ Company Incorporated,

32 Airport North Road,

City,

Date ()Dear Sir,RE: EMPLOYMENT REBUTTAL LETTERI received and appreciate your evaluation of my performance in your company for the past one year. However, I have several reservations to make as regards that particular evaluation. I am not entirely in agreement with the fact that, according to you, I was the worst performing employee.

This is informed by two main reasons. First and foremost, it appears you overlooked the fact that I was sick and out of work for a whopping 3 months! This definitely must have had a bearing on my overall performance. You also seem to have forgotten that I held brief for my colleague for much of last year. I just could not perform optimally in my station as a result of this.

In light of these, I plead that you consider revising the evaluations and make the necessary adjustments. This I believe shall settle this dispute once and for all. I also hope to experience a surge in my ranking as a result of these.

Sincerely,

Erastus Mundus