

[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Manager's Job Title]
[Company Name]

Dear [Manager's Name],

I am writing to formally accept the "Satisfactory" rating received in my recent performance review for the period of [Review Period]. I appreciate the time you took to evaluate my contributions and provide feedback on my current standing within the team.

While I am pleased to meet the core requirements of my role, my goal for the upcoming year is to exceed these expectations and transition into a higher performance category. To achieve this, I have outlined the following strategic objectives:

- **Skill Enhancement:** I plan to undergo training in [Specific Skill/Software] to increase my technical efficiency.
- **Increased Ownership:** I will take the lead on [Specific Project or Task] to demonstrate my ability to manage complex workflows.
- **Process Improvement:** I aim to identify and implement at least two efficiency-saving measures within [Department/Team Name].
- **Measurable Impact:** I will focus on hitting [Specific KPI or Metric] by a margin of [X]% to provide tangible value to the company.

I would welcome the opportunity to meet briefly to ensure these goals align with your vision for the department. I am committed to continuous improvement and look forward to contributing more significantly to the success of [Company Name].

Thank you for your ongoing support and guidance.

Sincerely,

[Your Signature]
[Your Printed Name]