

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Job Performance Review

I hope this message finds you well. I would like to take this opportunity to discuss my performance over the past [time period].

1. ****Accomplishments****:

- Briefly outline key achievements.

2. ****Areas for Improvement****:

- Mention specific areas you aim to improve.

3. ****Goals for Next Review Period****:

- Indicate your goals moving forward.

I look forward to your feedback and guidance during the review discussion.

Thank you for your time.

Sincerely,

[Your Name]