

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

Dear [Manager's Name],

Subject: Performance Review for [Your Name]

I hope this letter finds you well. As we approach my performance review period, I wanted to take a moment to reflect on my contributions and progress over the past year.

1. ****Key Achievements****:

- [Highlight specific projects or tasks you have successfully completed.]
- [Discuss any goals met or exceeded.]

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

- [Mention any skills or areas you aim to develop further.]
- [Express willingness to receive feedback and adapt.]

3. ****Future Goals****:

- [Outline your objectives for the upcoming review period.]
- [Describe how these align with the team's or company's goals.]

4. ****Support Needed****:

- [Identify any resources or support that would help you achieve your goals.]

I am looking forward to discussing my performance in detail and gathering your feedback during our review meeting. Thank you for your support and guidance throughout the year.

Best regards,

[Your Name]