

[Your Name]
[Your Position]
[Your Department]
[Company Name]
[Date]

[Manager's Name]
[Manager's Position]
[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to reflect on my performance over the past [review period], as part of my performance review.

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

- [Describe a specific achievement and its impact on the team/company].
- [Mention another key accomplishment and measurable outcomes].

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

- [Identify an area where you seek growth and explain how you plan to improve].
- [Discuss another area of focus and potential solutions].

3. ****Goals for the Future****:

- [Outline a specific goal for the upcoming period and how it aligns with company objectives].
- [Mention another objective and any resources or support needed].

Thank you for considering my self-evaluation. I look forward to our upcoming discussion.

Best regards,

[Your Name]
[Your Contact Information]