

[Your Name]

[Your Job Title]

[Your Department]

[Date]

[Manager's Name]

[Manager's Job Title]

[Company Name]

[Company Address]

Dear [Manager's Name],

Subject: Performance Review for [Review Period]

I hope this message finds you well. As we approach the performance review for [employee's name/yourself], I would like to provide an overview of the key accomplishments and areas for improvement during this period.

1. **\*\*Key Accomplishments\*\***

- a. [Accomplishment 1: Description and impact]
- b. [Accomplishment 2: Description and impact]
- c. [Accomplishment 3: Description and impact]

2. **\*\*Areas for Improvement\*\***

- a. [Area 1: Description and suggested action]
- b. [Area 2: Description and suggested action]

3. **\*\*Goals for Next Period\*\***

- a. [Goal 1: Description and expected outcome]
- b. [Goal 2: Description and expected outcome]

Thank you for your attention to this performance review. I look forward to discussing my performance and objectives further.

Best regards,

[Your Name]

[Your Contact Information]