

[Your Name]

[Your Job Title]

[Your Department]

[Your Company]

[Date]

[Manager's Name]

[Manager's Job Title]

[Company Name]

Dear [Manager's Name],

Subject: Annual Appraisal Review

I hope this message finds you well. As we approach the annual appraisal period, I would like to take this opportunity to review my accomplishments and contributions over the past year, as well as discuss my goals for the upcoming year.

****Performance Highlights:****

1. [Highlight 1: Specific achievement or project]
2. [Highlight 2: Key responsibility or skill developed]
3. [Highlight 3: Positive outcome related to team or company objectives]

****Feedback Request:****

I would appreciate your insights on the areas where I have excelled, as well as opportunities for improvement. Your feedback is invaluable for my professional growth.

****Goals for Next Year:****

1. [Goal 1: Specific and measurable goal]
2. [Goal 2: Professional development opportunity]
3. [Goal 3: Contribution to team or company objectives]

Thank you for considering my appraisal request. I look forward to our discussion and your guidance.

Best regards,

[Your Name]

[Your Contact Information]