

[Your Name]
[Your Title]
[Your Department]
[Your Company]
[Date]

[Manager's Name]
[Manager's Title]
[Manager's Department]

Dear [Manager's Name],

I hope this message finds you well. As part of the upcoming performance review process, I would like to take the opportunity to reflect on my contributions over the past year and outline my goals for the upcoming review period.

****Teamwork****

- Summarize specific examples of successful collaboration with team members.
- Highlight any initiatives that improved team dynamics or productivity.

****Trust****

- Detail methods used to build trust within the team and with clients.
- Mention consistency in delivering quality work and meeting deadlines.

****Mindfulness****

- Discuss any practices employed to enhance focus and reduce stress in the workplace.
- Reflect on emotional intelligence applied in team interactions to foster a positive environment.

****Goals for the Upcoming Year****

- List specific, measurable objectives you aim to achieve.
- Include professional development goals, such as skills to acquire or certifications to pursue.

Thank you for considering my reflections as we prepare for the performance review. I look forward to discussing my contributions and future aspirations during our meeting.

Best regards,

[Your Name]
[Your Contact Information]