

[Your Name]
[Your Position]
[Department/Team Name]
[Date]

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

Dear [Manager's Name],

Subject: Performance Review - [Your Name]

I hope this message finds you well. I am writing to provide a comprehensive overview of my performance over the past review period.

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

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

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

- [Improvement 1]
- [Improvement 2]

3. ****Goals for the Upcoming Period****

- [Goal 1]
- [Goal 2]

I appreciate your feedback and look forward to discussing my performance in detail during our review meeting. Thank you for your continued support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Contact Information]