

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. As part of the upcoming performance review process, I wanted to take the opportunity to share my self-assessment regarding my performance over the past [time period]. Throughout this evaluation period, I have focused on [briefly describe key responsibilities or projects]. I am proud to highlight some specific achievements, including:

1. [Achievement #1: Description and outcome]
2. [Achievement #2: Description and outcome]
3. [Achievement #3: Description and outcome]

In addition to these successes, I have also encountered challenges, such as [briefly describe challenge]. I have taken steps to address these by [explain how you tackled the challenge].

Throughout the year, I have worked on enhancing my skills in [mention any relevant skills or trainings completed], which I believe has contributed positively to our team's goals.

Looking forward, I am eager to continue to grow and contribute to [Company's Name]. I would appreciate any feedback you might have regarding my performance and areas where I can improve.

Thank you for your time and consideration. I look forward to our discussion during the review.

Best regards,

[Your Name]  
[Your Job Title]  
[Your Department]