

Request for Feedback on Performance Review

Dear [Employee's Name],

I hope this message finds you well. As part of our upcoming performance review process, we are seeking your valuable feedback regarding [Employee's Name]'s performance over the past year.

Your insights are crucial in helping us assess [Employee's Name]'s contributions, strengths, and areas for improvement. We appreciate your honest and constructive feedback to ensure a comprehensive review.

Please provide your feedback by [Deadline Date]. You can reply to this email or use the attached form.

Thank you for your time and input.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]