

Dear [Manager's Name],

I hope this message finds you well. As you are aware, I submitted my resignation on [date of resignation], and my last working day is scheduled for [last working day].

Before I depart, I would greatly appreciate the opportunity to receive feedback on my performance during my time with the team. I believe that constructive feedback is invaluable for my personal and professional growth.

If possible, I would love to schedule a brief meeting at your convenience to discuss this further. Thank you for your understanding and support throughout my tenure at [Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]