

Request for Performance Evaluation Feedback

Dear [Manager's Name],

I hope this message finds you well. As part of our ongoing commitment to professional development, I would like to kindly request your feedback on my performance over the past [time period]. Your insights are invaluable to me and will help in shaping my growth within the organization.

Specifically, I am interested in your thoughts on my strengths, areas for improvement, and any specific projects or initiatives where you feel I excelled or faced challenges. If possible, I would appreciate your feedback by [specific date] to allow for timely reflection and action.

Thank you for your attention and support. I look forward to your feedback.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]