

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a performance review at your earliest convenience. I believe that discussing my progress and contributions to our team will be beneficial in outlining my career goals in the field of medicine.

As I strive to enhance my skills and knowledge, I would appreciate your feedback on my performance. I am particularly interested in understanding areas where I excel and opportunities for growth, so I can align my objectives with the goals of our department.

Please let me know a suitable time for us to meet. I am flexible and can adjust my schedule to accommodate yours.

Thank you for your consideration. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]