

# Performance Appraisal Request

[Your Name]

[Your Position]

[Your Department]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a performance appraisal for my role as [Your Position] within the [Your Department]. I believe that a performance review would be beneficial for both my personal and professional development.

Over the past year, I have worked on [briefly mention key projects or responsibilities], and I would appreciate your feedback on my performance. I am eager to understand my strengths and areas for improvement, and to discuss potential growth opportunities.

Could we schedule a time to meet for this appraisal? I am open to any date and time that works best for you. Thank you for considering my request.

Best regards,

[Your Name]

[Your Contact Information]