

Request for Performance Appraisal Feedback

Date: [Insert Date]

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. As part of the performance appraisal process, I would greatly appreciate your feedback regarding my performance over the past year.

Your insights are invaluable to my professional development and will help me identify areas where I can improve and grow. If possible, I would like to discuss this feedback in our upcoming meeting or via email at your convenience.

Thank you for your time and support.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]