

# Self-Assessment for Performance Appraisal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Self-Assessment for Performance Appraisal

## Introduction

Dear [Manager's Name],

I hope this message finds you well. As part of the performance appraisal process, I am submitting my self-assessment for the review period of [Insert Period].

## Key Accomplishments

- [Accomplishment 1]
- [Accomplishment 2]
- [Accomplishment 3]

## Areas for Improvement

- [Improvement Area 1]
- [Improvement Area 2]

## Goals for the Upcoming Period

- [Goal 1]
- [Goal 2]

## Conclusion

Thank you for considering my self-assessment. I look forward to discussing it further during our appraisal meeting.

Sincerely,

[Your Name]

[Your Job Title]