

Performance Evaluation Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Performance Evaluation of [Candidate's Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a performance evaluation for [Candidate's Name], who has been with our team in the role of [Candidate's Position] since [Start Date].

Given [Candidate's Name]'s contributions and progress in their role, an evaluation would be beneficial in understanding their performance, identifying areas for growth, and discussing potential opportunities for advancement.

Please let me know a suitable time to discuss this further or if there are specific insights you would like me to consider in the evaluation process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]