

Professional Development Summary

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Position: [Your Position]

Introduction

This document serves as a summary of my professional development activities and achievements over the past performance period.

Key Achievements

- Completed [Course/Training Name] which enhanced my skills in [specific skill or area].
- Applied [New Skill/Knowledge] in [specific project or task], resulting in [outcome or improvement].
- Participated in [Workshops/Conferences] to broaden my understanding of [industry trends or practices].

Goals for Next Period

Moving forward, I plan to focus on:

- Continuing my education in [specific area or skill].
- Seeking mentorship in [specific field] to enhance my professional growth.
- Contributing to [team/organization] goals through [specific initiatives].

Conclusion

I look forward to discussing my professional development and contributions during my performance review. Thank you for your ongoing support.

Sincerely,

[Your Name]