

# Application for Performance Review

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a detailed performance review for my role as [Your Position] in the [Department Name]. I believe that a comprehensive assessment of my contributions and areas for growth will be beneficial for both my personal development and the team's overall performance.

During the past [Duration], I have taken on various responsibilities and have actively worked towards [mention key projects or achievements]. A performance review would provide me with valuable feedback on my strengths and areas where I can improve, which will help me align more closely with our team's objectives.

I would appreciate the opportunity to discuss this further and to schedule a suitable time for the review. Thank you for considering my request.

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]