

Request for Structured Performance Feedback Session

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a structured performance feedback session to discuss my contributions, areas for improvement, and potential career development opportunities within [Company Name].

Understanding my performance from your perspective is vital for my growth, and I believe a dedicated session will provide valuable insights beneficial for both my personal development and the team's objectives.

I would appreciate it if we could schedule this session at your earliest convenience. Please let me know your available times, and I will do my best to accommodate.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]