

Inquiry About Scheduled Performance Appraisal

Dear [Manager's Name],

I hope this message finds you well. I am writing to inquire about the scheduling of my upcoming performance appraisal. As we discussed during our last meeting, I am eager to receive feedback on my performance and discuss my goals for the upcoming period.

Could you please provide me with the details regarding the date and time for the appraisal? I appreciate your assistance in this matter.

Thank you for your attention to this request. I look forward to your reply.

Best regards,
[Your Name]
[Your Job Title]
[Your Contact Information]