

# Performance Review Appointment Proposal

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a performance review appointment to discuss my progress and contributions to the [specific project/team/department] at [Company Name]. I believe that a thorough review would provide valuable insights for both my personal development and the broader goals of the organization.

Proposed Dates and Times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Please let me know your availability or if there is another time that would work better for you. I appreciate your consideration, and I am looking forward to your feedback.

Thank you for your time.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]