

Personal Development Plan Discussion

Date: _____

To: _____

From: _____

Subject: Discussion on Personal Development Plan

Dear _____,

I hope this message finds you well. I would like to schedule a discussion to review my Personal Development Plan (PDP). As part of my commitment to continuous improvement, I believe it's essential to align my goals and aspirations with the organization's objectives.

Agenda for the Discussion:

- Overview of Current Skills and Competencies
- Identification of Development Areas
- Setting Short-term and Long-term Goals
- Resources and Support Required
- Feedback and Suggestions

Please let me know your available times for this discussion. I look forward to your insights and guidance as I work on my development journey.

Thank you for your time and support.

Sincerely,

Position: _____

Contact Information: _____