

Subject: Request for Feedback on Performance Evaluation

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing performance evaluation process, I would like to request your feedback on your recent performance and contribution to the team.

Your insights are invaluable in helping us understand your perspective and guide your professional development. Please take a few moments to answer the following questions:

- What achievements are you most proud of in the past [time period]?
- What challenges did you face, and how did you overcome them?
- What areas do you feel you can improve upon?
- What support do you need from your manager or team to achieve your goals?

Please provide your feedback by [deadline date]. Thank you for your cooperation and for being an integral part of our team.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]