

Performance Review Self-Evaluation

[Your Name]

[Your Job Title]

[Date]

Dear [Manager's Name],

As part of my performance review, I have taken the time to reflect on my contributions and growth over the past year. Below is my self-evaluation:

1. Key Achievements

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

2. Areas for Improvement

- [Area for Improvement 1]
- [Area for Improvement 2]

3. Goals for the Upcoming Year

- [Goal 1]
- [Goal 2]

Thank you for considering my self-evaluation. I look forward to our conversation and to receiving feedback on my performance.

Sincerely,

[Your Name]