

Performance Review Discussion Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to request a discussion regarding my performance review. I believe it is important to receive feedback on my work and to understand how I can continue to contribute effectively to our team.

I am particularly interested in discussing my achievements over the past months, as well as areas for improvement and potential goals for the upcoming period. I appreciate your guidance and support, and I am eager to learn from our conversation.

Could we schedule a time that is convenient for you? I am flexible with my availability and can adjust to fit your schedule.

Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]