

# Job Application Performance Review

Date: [Insert Date]

To: [Supervisor/Manager Name]

From: [Your Name]

Subject: Performance Review Documentation

## Introduction

I would like to provide my performance review documentation as part of my application for [position title]. My contributions and achievements during this review period include:

## Key Achievements

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

## Areas for Improvement

While I have made significant contributions, I acknowledge the areas where I can improve:

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

## Goals for the Future

I aim to achieve the following objectives in the next review period:

- [Goal 1]
- [Goal 2]

## Conclusion

Thank you for considering my performance review documentation. I look forward to discussing my progress and plans in more detail.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]