

Job Application for Trainee Progress Evaluation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a progress evaluation regarding my performance as a trainee in [Department/Position] at [Company's Name]. I have greatly appreciated the opportunity to learn and grow in this role, and I am eager to receive feedback on my contributions so far.

During my time as a trainee, I have focused on developing my skills in [specific skills/areas], and I would like to discuss my progress, any areas for improvement, and potential next steps moving forward.

I would be grateful if we could schedule a meeting at your earliest convenience to discuss my evaluation in detail.

Thank you for your attention, and I look forward to your response.

Sincerely,

[Your Name]