

# Personal Review Preparation

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Preparation for Personal Review

Dear [Supervisor's Name],

I hope this message finds you well. As we approach the upcoming personal review scheduled for [Insert Date], I wanted to take a moment to outline my preparation and the key areas I would like to discuss.

## 1. Achievements

During the past [Insert Time Period], I have accomplished the following:

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

## 2. Goals

Looking ahead, I aim to focus on the following goals:

- [Goal 1]
- [Goal 2]
- [Goal 3]

## 3. Feedback

I would appreciate your feedback on the following areas:

- [Area for Feedback 1]
- [Area for Feedback 2]
- [Area for Feedback 3]

Thank you for your time and support. I am looking forward to our discussion.

Best regards,

[Your Name]

[Your Position]