

Dear [Manager's Name],

I hope this message finds you well. I wanted to take a moment to thank you for our recent performance review meeting on [date]. I appreciate the feedback provided and the opportunity to discuss my progress and future goals.

I am committed to applying the suggestions we discussed and enhancing my contributions to the team. Please let me know if there are additional actions you would recommend or if we can schedule a follow-up meeting to further delve into my development.

Thank you once again for your support and guidance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]