

Performance Appraisal Feedback Inquiry

Date: [Insert Date]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to inquire about the performance appraisal feedback for my recent evaluation conducted on [Insert Date of Appraisal]. I value your insights and would appreciate your feedback regarding my strengths and areas for improvement.

Understanding your perspective will help me align my goals with the team's objectives and enhance my contributions to the organization.

Thank you for your guidance and support. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]