

Inquiry for Employee Performance Review

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to inquire about the upcoming performance review process for my position as [Your Position] at [Company Name]. As we approach the review period, I would like to understand the criteria that will be used for evaluation and the timeline for when feedback will be provided.

Additionally, I would appreciate any insights on how I can best prepare for this review, as I am eager to contribute positively to our team's objectives and my professional development.

Thank you for your attention to this matter. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]