

Job Offer Negotiation for Performance Review Timeline

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State ZIP Code]

Dear [Hiring Manager's Name],

Thank you for offering me the position of [Job Title] at [Company's Name]. I am excited about the opportunity to contribute to your team and help drive success.

After reviewing the job offer details, I would like to discuss the performance review timeline. I believe aligning the review schedule with the completion of key projects would allow for a comprehensive assessment of my contributions and achievements. Would it be possible to adjust the performance review timeline to [Proposed Timeline]? This adjustment would ensure that both the company's expectations and my contributions are adequately evaluated.

I appreciate your consideration of this request and look forward to discussing it further. Thank you once again for the opportunity, and I am eager to join the team at [Company's Name].

Sincerely,
[Your Name]