

Performance Review Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a performance review for my role as an IT Support Specialist. I believe that a review would be beneficial to discuss my contributions to the team, areas where I can improve, and my professional development goals.

Over the past [time period], I have successfully [briefly mention specific accomplishments or projects]. I am eager to receive your feedback and discuss how I can continue to support our team's objectives and enhance my skills.

Could we schedule a time in the upcoming weeks for this discussion? I am flexible with timings and can adjust to fit your schedule.

Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]