

Performance Review Request

Dear [Manager's Name],

I hope this message finds you well. I would like to formally request a performance review meeting to discuss my contributions and progress in my role as an Administrative Assistant.

Over the past [duration], I have successfully [list specific achievements or tasks], and I believe it would be beneficial to evaluate my performance and set goals for the upcoming period.

I am eager to receive your feedback and discuss how I can continue to contribute effectively to our team. Please let me know your available times for us to meet.

Thank you for considering my request. I look forward to our conversation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]