

Performance Review Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Position: Nurse

Subject: Request for Performance Review

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a performance review to discuss my contributions and development within the team.

Over the past year, I have dedicated myself to providing high-quality care to our patients and contributing positively to our nursing team. I believe that a review would be beneficial not only for my personal growth but also for the overall efficiency of our department.

I would greatly appreciate the opportunity to discuss my performance, areas for improvement, and potential goals for the future. Please let me know a convenient time for you to meet.

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

Sincerely,

[Your Name]

[Your Contact Information]