

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 progress and contributions as an Editorial Assistant over the past year.

During this period, I have worked diligently on [mention specific projects or tasks], and I would greatly appreciate the opportunity to receive feedback on my performance as well as areas for improvement.

I am eager to continue developing my skills and contributing to our team's success, and I believe a performance review would be beneficial in aligning my goals with the team's objectives.

Please let me know a suitable time for you to conduct this review. Thank you for considering my request.

Best regards,

[Your Name]

Editorial Assistant

[Your Contact Information]