

Performance Review Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

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 a dental assistant at [Dental Practice/Clinic Name].

Over the past [duration], I have actively engaged in various responsibilities and am eager to receive feedback that can help me improve and continue to serve the team effectively.

I appreciate the guidance and support provided thus far and am looking forward to discussing my performance and any potential areas for growth at your earliest convenience.

Thank you for considering my request. I am available for a meeting at a time that works best for you.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]