

Request for Feedback on Performance Metrics

Dear [Manager's Name],

I hope this message finds you well. As we approach the end of the quarter, I would like to take the opportunity to request your feedback regarding my performance metrics and achievements.

Understanding how my contributions align with the team's goals is important for my professional growth. Specifically, I would appreciate your insights on the following:

- My progress towards the goals set at the beginning of the quarter
- Areas where I excelled or made significant contributions
- Opportunities for improvement and focus moving forward

Your feedback would be invaluable in helping me enhance my performance and better contribute to our team's success. If you could provide your thoughts by [specific date], I would be very grateful.

Thank you for your time and support.

Best regards,
[Your Name]
[Your Position]