

TOPIC: Requesting a performance evaluation and feedback.

Subject: Request for Performance Evaluation and Feedback

Dear [Supervisor's Name],

I hope this email finds you well. As we approach the end of the fiscal year, I would like to formally request a performance evaluation and feedback session to discuss my progress and contributions over the past year.

I believe that receiving constructive feedback is crucial for personal and professional growth, and I am eager to hear your insights on my performance. Additionally, I am interested in understanding how my work aligns with the goals and objectives of our team and the organization as a whole.

To facilitate this process, I would like to propose the following agenda for our performance evaluation meeting:

Self-Assessment: I will prepare a self-assessment highlighting my achievements, challenges, and areas for improvement. This will provide a starting point for our discussion.

Your Assessment: I would appreciate your evaluation of my performance, including feedback on my strengths and areas where I can enhance my skills and contributions.

Goal Setting: Let's discuss any changes or adjustments to my role, responsibilities, and performance objectives for the upcoming year. This will help me align my efforts with the team's and organization's objectives.

Career Development: I am interested in exploring opportunities for further professional development and growth within the organization. Your guidance and feedback on this matter would be invaluable.

I propose that we schedule our performance evaluation meeting at your earliest convenience. Please let me know your availability, and I will make sure to clear my schedule to accommodate our discussion.

I genuinely value your perspective and guidance, and I am committed to improving and contributing to the success of our team and the organization. Your feedback will play a crucial role in helping me achieve these goals.

Thank you for considering my request. I look forward to our meeting and the opportunity to receive your feedback.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]