

Formal Employee Appraisal Request Letter

Subject: Request for Performance Appraisal

Dear [Manager Name],

I hope this message finds you well. I am writing to formally request a performance appraisal for my work over the past [Time Period]. I believe a review of my achievements, contributions, and growth would be valuable for both my professional development and future planning.

I would appreciate it if we could schedule a meeting or review session at your earliest convenience.

Please let me know if any documentation or information is required in advance.

Thank you for considering my request.

Sincerely,

[Your Name]

[Position / Department]

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