

Informal Appraisal Request

Subject: Request for Appraisal Discussion

Hi [Manager Name],

I hope you're doing well. I wanted to ask if we could schedule a time to discuss my performance and growth over the past [Time Period]. I'm keen to get feedback and explore areas where I can improve or take on more responsibilities.

Looking forward to your thoughts.

Best,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/appraisal-request-letter>