

Provisional Appraisal Request

Subject: Request for Preliminary Performance Review

Dear [Manager Name],

I would like to request a preliminary appraisal meeting to discuss my progress and development within the organization. This will help identify strengths and areas for improvement, preparing for a formal performance review in the near future.

Please let me know a suitable time for this discussion.

Thank you for your support.

Best regards,

[Your Name]

[Position / Department]

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