

Creating a request for feedback or performance reviews involves a respectful and well-structured approach, highlighting your desire for professional growth and constructive feedback. This guide offers free templates for requesting feedback and performance reviews, along with an example that exactly matches the template, key considerations, and suggestions for writing.

Approach and Benefits of Requesting Feedback and Performance Reviews

- **Expressing the Need for Feedback:** Clearly state your request for feedback or a performance review.
- **Professional Development Focus:** Emphasize your commitment to professional growth and improvement.
- **Benefit to Personal and Professional Growth:** Highlight how feedback can aid in your career development and enhance your contributions to the company.
- **Seeking Constructive Insights:** Show your openness to constructive criticism and willingness to learn.

Key Elements of a Feedback and Performance Review Request Letter

Formal Opening: Address your supervisor or manager professionally.

Introduction of Request: Clearly state your desire for feedback or a performance review.

Reason for Request: Explain why you are seeking this feedback and how it aligns with your goals for improvement.

Proposed Timing: Suggest a time frame for when you would like

the feedback or review to take place.

Gratitude for Consideration: Express appreciation for the opportunity to receive feedback.

Invitation for Discussion: Conclude with an invitation to set up a meeting for the review.

Advice for Composing a Feedback and Performance Review Request Letter

Clarity and Directness: Be clear about your request for feedback or a performance review, detailing its purpose.

Respectful and Professional Tone: Maintain a tone that is respectful and demonstrates your professional approach to growth.

Emphasis on Learning and Improvement: Highlight your eagerness to learn and grow from the feedback received.

Flexible and Open Stance: Show your willingness to accommodate the reviewer's schedule.

Meticulous and Thoughtful Writing: Ensure your letter is well-crafted, error-free, and conveys your genuine desire for constructive feedback.

Feedback and Performance Review Request Template

[Your Name]

[Your Position]

[Your Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a meeting for feedback and a performance review. As a dedicated [Your Position] in [Your Department], I am committed to continuous professional development and keen to understand how my performance aligns with the expectations of [Company Name].

I believe that receiving structured feedback will enable me to identify areas of strength and opportunities for improvement. It is my goal to utilize this information to enhance my skills and contribute more effectively to our team's objectives.

I am open to scheduling this meeting at a time that is convenient for you, ideally within the next [suggest a time frame, e.g., few weeks]. This review would provide valuable insights into my current performance and guidance for my future development within the company.

I appreciate your support in my professional growth and look forward to gaining constructive feedback that will help me in aligning more closely with our team's goals and standards.

Thank you for considering my request. I am eager to discuss this further and arrange a suitable time for our meeting.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

Example Letter Matching the Template

Emily Carter
Junior Marketing Associate
Marketing Department
XYZ Corporation
123 Business Way
Cityville, CT 12345
emily.carter@xyzcorporation.com
(555) 678-1234
May 27, 2024

Sarah Thompson
Marketing Manager
XYZ Corporation
123 Business Way
Cityville, CT 12345

Dear Ms. Thompson,

I am writing to formally request a meeting for feedback and a performance review. As a dedicated Junior Marketing Associate in the Marketing Department, I am committed to continuous professional development and keen to understand how my performance aligns with the expectations of XYZ Corporation.

I believe that receiving structured feedback will enable me to identify areas of strength and opportunities for improvement. It is my goal to utilize this information to enhance my skills and contribute more effectively to our team's objectives.

I am open to scheduling this meeting at a time that is convenient for you, ideally within the next few weeks. This review would provide valuable insights into my current performance and guidance for my future development within the company.

I appreciate your support in my professional growth and look forward to gaining constructive feedback that will help me in aligning more closely with our team's goals and standards.

Thank you for considering my request. I am eager to discuss this further and arrange a suitable time for our meeting.

Sincerely,

Emily Carter