

Dear [Manager's Name],

I would like to sincerely thank you for taking the time to conduct my recent performance review. I appreciate the opportunity to discuss my progress, achievements, and areas where I can continue to grow within the team.

Your insights and feedback are invaluable to me, and I am grateful for your support and guidance as I work toward both personal and organizational goals. I am committed to continuously improving my performance and contributing positively to our team's success.

If possible, I would greatly appreciate any additional feedback, suggestions, or specific areas you think I should focus on to further develop my skills and effectiveness in my role. Your perspective is extremely helpful, and I welcome any further thoughts you may have.

Thank you once again for your time and consideration. I look forward to implementing your feedback and growing further in my role.

Best regards,
[Your Name]