[Company Name]

[Company Address]

[City, State, ZIP Code]

[Employee Name]

[Employee Address]

[Date]

To: [Employee Name]

From: [Manager’s Name/HR Contact]

**Subject: Request for Self-Assessment as Part of Performance Review**

Dear [Employee Name],

As part of your upcoming performance review, we would like you to complete a self-assessment to reflect on your achievements, challenges, and goals over the review period. This process will provide valuable insights into your perspective and help guide a meaningful discussion during the review meeting.

What to Include in Your Self-Assessment:

1. **Key Achievemen**ts: Highlight your significant accomplishments during the review period, including specific projects, tasks, or contributions.
2. **Challenges**: Discuss any obstacles you faced and how you addressed them or lessons learned.
3. **Skill Development**: Share any skills or knowledge you have improved upon and areas you would like to focus on in the future.
4. **Goals**: Outline your goals for the next review period and any support or resources you may need to achieve them.
5. **Feedback**: Provide any feedback on your role, team dynamics, or company processes that you believe could enhance overall performance or productivity.

**Deadline**:

Please submit your self-assessment to [Manager’s Name/HR Contact] by [D*eadline, e.g., “close of business on [Date]”*]. You may use the attached template or provide your response in a structured document.

**Next Steps**:

Your self-assessment will be reviewed and discussed during your performance review meeting scheduled for [DATE] at [TIME]. If you have any questions about the self-assessment process or need additional guidance, please reach out to [Manager’s Name/HR Contact] at [Email Address/Phone Number].

Thank you for your cooperation in this important process. We look forward to discussing your progress and goals.

**Yours sincerely,**

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................