

Performance Appraisal Notification

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We are writing to inform you that your performance appraisal process is scheduled to take place on [Insert Date of Appraisal Meeting]. This appraisal aims to evaluate your performance over the past [Insert Period] and set goals for the upcoming period.

Please prepare a self-assessment reflecting on your accomplishments, challenges, and areas for development. This will be discussed during the appraisal meeting. We encourage you to be open and constructive in this discussion as it plays a vital role in your professional growth.

The key focus areas during the appraisal will include:

- Performance metrics and achievements
- Professional development goals
- Feedback and support needed from management

Feel free to reach out if you have any questions regarding the appraisal process. We appreciate your hard work and dedication to [Company Name].

Best regards,

[Appraiser's Name]

[Appraiser's Position]

[Company Name]