

[Your Name]  
[Your Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employee Name]  
[Employee Title]  
[Department]  
[Company Name]

## **Subject: Employment Role Review**

Dear [Employee Name],

I hope this message finds you well. As part of our ongoing commitment to employee development and organizational effectiveness, we are conducting a review of your current role as [Employee Title]. This review will help us ensure the role aligns with both your career goals and the objectives of [Company Name].

Please schedule a time for us to discuss your responsibilities, achievements, and any areas where you feel there could be improvement or support. Your feedback is invaluable in this process.

Thank you for your hard work and dedication. I look forward to our conversation.

Best regards,

[Your Signature]  
[Your Printed Name]  
[Your Title]