

# Staff Evaluation Discussion

Date: **[Insert Date]**

To: **[Employee's Name]**

From: **[Manager's Name]**

Subject: Staff Evaluation Discussion

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing commitment to staff development and performance improvement, I would like to invite you to a discussion regarding your recent performance evaluation.

## **Details of the Discussion:**

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location/Meeting Link]

The purpose of this meeting is to review your performance over the past evaluation period, discuss your strengths, areas for improvement, and set goals for the upcoming months.

Please come prepared to engage in an open and constructive discussion. If you have any specific topics you would like to address, feel free to share them with me in advance.

Looking forward to our conversation.

Best regards,

[Manager's Name]

[Manager's Position]

[Company Name]

[Contact Information]