

Performance Measurement Review

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Performance Measurement Review

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing commitment to employee development and improvement, we have scheduled a performance measurement review for your position. This review will provide an opportunity to discuss your achievements, assess your performance against set objectives, and identify areas for further growth.

Review Details:

- **Date:** [Insert Review Date]
- **Time:** [Insert Review Time]
- **Location:** [Insert Location]

Please prepare by reviewing your goals and coming with examples of your work that demonstrate your performance across various competencies. We will also discuss your feedback on the role and the support you need to succeed moving forward.

Thank you for your continued contributions to our team. I look forward to our discussion.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]