

Appraisal Discussion Notification

Date: [Insert Date]

To: [Employee Name]

Subject: Appraisal Discussion on Competency Improvement Plan

Dear [Employee Name],

I hope this message finds you well. As part of our continuous efforts to support your professional development, we would like to schedule a discussion regarding your competency improvement plan.

This meeting will provide an opportunity to review your current performance, identify areas for growth, and outline specific steps to enhance your skills and competencies.

Proposed Meeting Details:

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

Please prepare any questions or topics you would like to discuss during our meeting. We value your insights and look forward to collaborating on your development journey.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]