

Performance Feedback Discussion Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Performance Feedback Discussion

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing commitment to employee development and performance management, I would like to schedule a formal discussion regarding your performance over the past [insert time period].

This meeting will provide an opportunity to review your achievements, address any challenges you may be facing, and outline goals for the upcoming period. Your input is valuable, and I encourage you to share your thoughts and feedback during our conversation.

Please let me know your availability for a meeting within the next week. I look forward to our discussion and appreciate your dedication to your role.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]