

# Annual Performance Review Discussion

Date: [Date]

Employee Name: [Employee Name]

Position: [Employee Position]

Department: [Department]

Dear [Employee Name],

As we approach the end of the evaluation period, I would like to schedule a meeting to discuss your annual performance review. This is an opportunity for us to reflect on your accomplishments, growth, and areas for development over the past year.

Please let me know your availability for the following dates and times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

In preparation for our discussion, I encourage you to reflect on your achievements and any challenges you faced this past year. Additionally, think about your goals for the upcoming year and how we can support you in reaching them.

I look forward to our conversation.

Sincerely,

[Your Name]

[Your Position]

[Your Department]