

Performance Evaluation and Future Planning Conversation

Dear [Employee's Name],

I hope this message finds you well. As we approach the end of the evaluation period, I would like to schedule a performance evaluation and future planning conversation with you. This meeting will provide an opportunity to discuss your accomplishments, areas for improvement, and to outline your goals for the upcoming period.

During our conversation, we will cover the following topics:

- Your key achievements over the past year
- Areas for development and any challenges faced
- Your career aspirations and goals
- Action plans and support needed to reach these goals

Please let me know your availability for the week of [insert dates]. I look forward to our discussion and collaborating on your continued growth and success within the team.

Best regards,

[Your Name]
[Your Position]
[Your Company]