

Yearly Assessment Review Meeting

Dear [Employee's Name],

We would like to invite you to your yearly assessment review meeting scheduled for [Date] at [Time]. The meeting will be held at [Location/Platform for Virtual Meeting].

The purpose of this meeting is to discuss your performance over the past year, set future goals, and address any concerns you may have. Please come prepared to share your accomplishments and areas where you seek improvement.

If you have any specific topics that you would like to discuss, feel free to send them to me in advance.

Looking forward to our discussion.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]