

Yearly Performance Appraisal Discussion

Dear [Employee's Name],

As we approach the end of the fiscal year, I would like to invite you to discuss your performance over the past year. This meeting will give us the opportunity to reflect on your achievements, set future goals, and discuss any areas for improvement.

Details of the Meeting:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Please come prepared with your self-assessment and any feedback you would like to discuss. I look forward to our conversation and to hearing your thoughts on your progress and aspirations.

Best regards,

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