

Performance Review Invitation

Dear [Employee's Name],

We would like to invite you to your upcoming performance review scheduled for [Date] at [Time]. The meeting will take place in [Location/Format, e.g., Zoom, Conference Room].

The performance review is an opportunity to discuss your accomplishments over the past review period, as well as set goals for the upcoming year. Please come prepared to share your thoughts and insights.

If you have any questions or require any adjustments to the meeting time, please feel free to reach out.

Looking forward to our discussion.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]