

Periodic Talent Review Notification

Dear [Employee's Name],

We hope this message finds you well. As part of our commitment to fostering growth and development within our team, we will be conducting a periodic talent review on [date]. This process aims to evaluate performance, discuss career aspirations, and identify opportunities for professional development.

Please prepare to discuss your achievements, challenges, and future goals. This will be an excellent opportunity for us to understand how we can support you in achieving your career aspirations.

The review will take place on [time], in [location/format]. Please confirm your availability at your earliest convenience.

Thank you for your attention to this important process. We look forward to your insights during the review.

Best regards,

[Your Name]

[Your Position]

[Company Name]