

Notification of Yearly Technology Evaluation Session

Dear [Employee's Name],

We are pleased to inform you that our annual technology evaluation session is scheduled for **[Date]** at **[Time]**. This session will take place in **[Location/Format]**.

The purpose of this evaluation is to assess our current technological tools and strategies, and to identify areas for improvement and innovation.

Please prepare any necessary reports or materials that may assist in our discussions.

We look forward to your valuable insights and contributions.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]