

Reminder: Annual Tech Appraisal Meeting

Dear [Employee's Name],

This is a friendly reminder about your upcoming annual tech appraisal meeting scheduled for **[Date]** at **[Time]**. The meeting will be held in **[Location/Platform]**.

Please ensure you come prepared with your accomplishments, challenges, and any feedback you wish to discuss.

If you have any questions or need to reschedule, feel free to reach out to me.

Looking forward to our discussion!

Best Regards,
[Your Name]
[Your Position]
[Your Company]