

Performance Feedback Session Invitation

Date: [Insert Date]

To: [Employee's Name]

From: [Director's Name]

Subject: Invitation for Performance Feedback Session

Dear [Employee's Name],

I hope this message finds you well. As we approach the end of the performance evaluation period, I would like to invite you to a feedback session to discuss your performance over the past year.

This session will provide an opportunity for us to reflect on your achievements, discuss any challenges you may have faced, and explore areas for further development.

Please let me know your availability for the following dates and times:

- [Date and Time Option 1]
- [Date and Time Option 2]
- [Date and Time Option 3]

Your input and feedback are valuable to us, and I look forward to our discussion.

Best regards,

[Director's Name]

[Director's Title]

[Company Name]

[Contact Information]