

# **Subject: Request to Schedule Performance Review Feedback Session**

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing commitment to your professional development, I would like to schedule a performance review feedback session to discuss your progress and achievements over the past year. This will also be an opportunity for you to share any feedback or concerns you may have.

Could you please let me know your availability for the following dates and times?

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

Once I receive your preferences, I will confirm the appointment. Thank you for your attention to this matter, and I look forward to our discussion.

Best regards,

[Your Name]  
[Your Job Title]  
[Your Company]