

Invitation to One-on-One Feedback Meeting

Dear [Employee's Name],

I hope this message finds you well. I would like to schedule a one-on-one feedback meeting with you to discuss your recent performance and any areas for development.

Here are the proposed details for the meeting:

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location or specify if it will be a virtual meeting]

Please let me know if the above time works for you or if you would prefer an alternative.

Looking forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]