

# Notice of Sales Performance Review Meeting

Dear Team,

This is to formally notify you of the upcoming Sales Performance Review Meeting.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

During this meeting, we will review our sales targets, discuss performance metrics, and explore strategies for improvement. Your insights and contributions will be invaluable to our success.

Please come prepared with your sales data and any questions you may have.

Thank you for your attention and commitment to our goals.

Best regards,

[Your Name]

[Your Position]

[Your Company]