

Performance Review Teleconference Invitation

Dear [Employee's Name],

We would like to invite you to a teleconference meeting to discuss your performance review.

Date: [Date]

Time: [Time] [Time Zone]

Meeting Link: [Insert Link]

Dial-in Number: [Insert Number]

Please make sure to prepare any necessary documentation and be ready to discuss your achievements and goals.

Looking forward to our conversation.

Best regards,

[Your Name]

[Your Title]

[Your Company]