

Annual Business Performance Discussion

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Annual Business Performance Discussion

Dear [Employee Name],

I hope this message finds you well. As we approach the end of the business year, it is time for our annual performance discussion. This is an opportunity for us to reflect on your contributions over the past year, set goals for the upcoming year, and discuss any challenges you may have faced.

We will review key performance indicators and your individual achievements, and I look forward to hearing your insights and perspectives on your role and our team's performance.

Please let me know your availability for a meeting during the week of [insert date range], so we can schedule a time that works best for you.

Thank you for your hard work and dedication this year. I look forward to our discussion.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]