

Yearly Performance Appraisal Gathering

Dear [Employee's Name],

As we approach the end of the year, it is time for our annual performance appraisal. This is an opportunity for you to reflect on your achievements, discuss your goals, and receive feedback on your performance.

Date of Appraisal: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

During this session, we will evaluate your progress over the past year, highlight your contributions, and set objectives for the upcoming year. Please come prepared with your self-evaluation and any topics you wish to discuss.

If you have any questions or need to reschedule, please let me know.

Looking forward to our discussion.

Best regards,

[Your Name]

[Your Position]