

Performance Evaluation Notice

Dear [Employee's Name],

We would like to inform you that your performance evaluation is scheduled for [Date] at [Time]. This evaluation will provide an opportunity to discuss your contributions, achievements, and areas for development.

Please prepare by reviewing your goals and accomplishments over the past year. Your feedback and insights will be highly valued during the discussion.

Location: [Location or specify if it will be a virtual meeting]

Thank you for your attention to this matter, and we look forward to our conversation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]