

Subject: Invitation to Performance Feedback Discussion

Dear [Employee's Name],

I hope this message finds you well. I would like to invite you to a performance feedback discussion to review your progress and achievements over the past [time period]. This discussion will provide an opportunity for you to share your thoughts and reflections.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location] or [Insert Virtual Meeting Link]

Please come prepared to discuss your goals and any challenges you may have encountered.

Looking forward to our conversation.

Best regards,

[Your Name]

[Your Position]