

Notice of Appraisal Meeting

Date: [Insert Date]

Dear [Employee's Name],

This letter serves as a formal notice for your performance appraisal meeting scheduled on [Insert Meeting Date] at [Insert Meeting Time]. The meeting will take place at [Insert Meeting Location].

The purpose of this meeting is to evaluate your performance over the past year and discuss your goals for the upcoming year. Your contributions to the team are greatly appreciated, and we are looking forward to our discussion.

Please feel free to prepare any points you would like to discuss during the meeting.

If you have any questions, do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]