

Subject: Scheduling Your Performance Evaluation

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing commitment to professional development, we are scheduling performance evaluations for all team members.

Your evaluation will provide an opportunity to review your accomplishments, discuss your goals, and identify areas for growth. We would like to set up a meeting at your earliest convenience to discuss your performance over the past year.

Please let me know your availability for the following dates and times:

- [Date 1] at [Time 1]
- [Date 2] at [Time 2]
- [Date 3] at [Time 3]

If none of these dates work for you, feel free to propose an alternative.

Thank you, and I look forward to our discussion!

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]