

Performance Assessment Session Scheduling

Dear [Employee's Name],

I hope this message finds you well. I would like to schedule a performance assessment session to discuss your progress and contributions over the past [time period, e.g., year, quarter].

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

- [Date & Time Option 1]
- [Date & Time Option 2]
- [Date & Time Option 3]

If none of the suggested times work for you, please propose an alternative that suits your schedule.

Looking forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]