

Account Service Appraisal Notification

Dear [Employee Name],

We are pleased to inform you that your performance appraisal review for the Account Service department has been scheduled.

Date: [Date of Appraisal]

Time: [Time of Appraisal]

Location: [Location of Appraisal]

During this appraisal, we will discuss your performance over the past year, set goals for the upcoming period, and address any concerns you may have.

Please come prepared with any materials or documentation you feel would be beneficial for our discussion.

Thank you for your continued dedication to our team, and we look forward to our meeting.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]