

Performance Review Confirmation

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to confirm your scheduled annual performance review.

Date: [Insert Review Date]

Time: [Insert Review Time]

Location: [Insert Location or Virtual Meeting Link]

During this review, we will discuss your accomplishments, areas for improvement, and future goals. Please prepare any materials you would like to present.

If you have any questions or need to reschedule, please let us know.

Thank you, and we look forward to our discussion.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]