

Annual Performance Assessment Notification

Dear [Employee Name],

We hope this message finds you well. This is to inform you that the annual performance assessment for the year [Year] is scheduled to take place from [Start Date] to [End Date].

During this period, you will have the opportunity to discuss your performance with your manager, set goals for the upcoming year, and address any professional development needs.

Please prepare any relevant documents and feedback that you would like to discuss during your assessment meeting. The specific date and time for your assessment will be communicated shortly.

Thank you for your hard work and dedication to [Company Name]. We look forward to a constructive and positive discussion.

Sincerely,

[Your Name]

[Your Position]

[Company Name]