

Performance Review Meeting Schedule

Dear [Employee's Name],

I hope this message finds you well. I would like to schedule a performance review meeting to discuss your progress and future goals.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location or Video Conference Link]

Please confirm your availability for this meeting. If the proposed time does not work for you, feel free to suggest an alternative.

Looking forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]