

# Notification for Strategic Performance Review

Dear [Employee's Name],

We would like to inform you that a Strategic Performance Review will be held on [Date] at [Time]. The review will take place in [Location/Meeting Platform].

The purpose of this review is to evaluate your progress, discuss your contributions over the past period, and set future goals aligned with our organization's strategic objectives.

Please prepare any necessary documentation and come ready to discuss your achievements and areas for improvement.

If you have any questions or concerns, feel free to reach out to [Supervisor's Name] at [Supervisor's Email/Phone].

Thank you for your attention to this matter, and we look forward to our discussion.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]