

Staff Meeting Invitation

Dear [Employee's Name],

You are cordially invited to attend a performance discussion meeting scheduled for:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

The purpose of this meeting is to discuss your performance and any support you may need moving forward. We value your contributions and look forward to discussing your progress.

Please confirm your attendance by [Insert Confirmation Deadline].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]