

Performance Review Timeline and Criteria Discussion

Dear [Employee Name],

I hope this message finds you well. As we approach the upcoming performance review period, I would like to discuss the timeline and criteria that will be used for evaluations.

Timeline

- Preparation phase: [Start Date] - [End Date]
- Performance reviews: [Review Date]
- Feedback sessions: [Feedback Date]

Evaluation Criteria

The following criteria will guide the evaluation process:

- Quality of work
- Collaboration and teamwork
- Innovation and problem-solving abilities
- Adherence to deadlines
- Personal development goals

Please feel free to reach out if you have any questions or need further clarification regarding the review process.

Best regards,

[Your Name]

[Your Position]

[Company Name]