

Career Growth Discussion Template

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Career Growth Discussion Invitation

Dear [Employee's Name],

I hope this message finds you well. I would like to take the opportunity to discuss your career growth and professional development within our organization. Your contributions have been valued, and I believe there are further opportunities for you to explore.

The purpose of this discussion is to:

- Review your achievements and contributions to the team.
- Identify your career aspirations and areas for growth.
- Discuss potential development opportunities and resources available to you.

Please let me know your availability for this discussion in the coming weeks. Your growth is important to us, and I look forward to this conversation.

Best regards,

[Manager's Name]

[Manager's Position]

[Company Name]