

Annual Performance Overview Meeting Invitation

Dear [Employee's Name],

We are pleased to invite you to your Annual Performance Overview Meeting, scheduled for [Date] at [Time]. The meeting will be held at [Location/Platform].

This meeting is an opportunity for us to discuss your achievements over the past year, set new goals, and address any questions you may have regarding your career development.

Please come prepared to share your thoughts and reflections on your performance. If you have any specific topics you'd like to discuss, feel free to email them to me in advance.

We look forward to our conversation.

Best regards,
[Your Name]
[Your Position]
[Company Name]