

Follow-Up Meeting Reminder

Dear [Employee's Name],

This is a friendly reminder about your upcoming performance review follow-up meeting scheduled for [Date] at [Time]. The meeting will take place in [Location/Platform].

During this meeting, we will discuss your progress on the goals set during our last review and any additional feedback or concerns you may have.

Please feel free to bring any materials you would like to review together.

Looking forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Company Name]