

Annual Review Reminder

Dear [Employee's Name],

This is a friendly reminder that your annual performance review is scheduled for [Date] at [Time]. During this meeting, we will discuss your accomplishments, set goals for the upcoming year, and address any concerns you may have.

Please take some time to reflect on your performance and prepare any questions or topics you would like to discuss. Your feedback is invaluable to our continued growth and success.

If you have any scheduling conflicts or need to reschedule, please let me know as soon as possible.

Thank you for your hard work and dedication!

Best regards,
[Your Name]
[Your Job Title]
[Company Name]