

Appraisal Session Notice

Dear Team Leaders,

This is to inform you that the appraisal sessions for your respective teams will be held on **[Date]** at **[Time]**. The sessions will take place at **[Location]**.

Please ensure that all team members are aware of this schedule and prepare any necessary documentation or feedback relevant to their performance throughout the appraisal period.

Thank you for your cooperation. We look forward to productive discussions.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]