

Employee Review Announcement

Dear Team,

We would like to inform you that the performance reviews for all employees will take place from **[Start Date]** to **[End Date]**. This is a valuable opportunity to reflect on achievements, discuss goals, and plan for future growth.

Please ensure that you have completed the self-assessment forms by **[Self-Assessment Deadline]**. Managers will also be scheduling review meetings with their team members to discuss the feedback.

If you have any questions regarding the review process, please do not hesitate to reach out to the HR department.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Company Name]