

Individual Performance Feedback Schedule

Dear [Manager's Name],

We hope this message finds you well. As part of our commitment to continuous improvement and employee development, we are scheduling individual performance feedback sessions for each team member.

Feedback Schedule

Employee Name	Position	Date	Time
[Employee Name 1]	[Position 1]	[Date 1]	[Time 1]
[Employee Name 2]	[Position 2]	[Date 2]	[Time 2]

During these sessions, we will review performance, discuss growth opportunities, and set goals for the upcoming period. Please ensure that you prepare any relevant feedback and examples to make the sessions as constructive as possible.

If you have any questions regarding the feedback sessions or need to reschedule, please do not hesitate to reach out.

Thank you for your attention to this important process.

Best regards,

[Your Name]

[Your Position]

[Your Company]