

# Performance Evaluation Notification

Dear [Team Member's Name],

We would like to inform you that your performance evaluation is scheduled for [Date] at [Time]. The evaluation will take place at [Location/Platform].

This is an opportunity to discuss your accomplishments, challenges, and goals moving forward. Please be prepared to share your insights and feedback.

If you have any questions or concerns, feel free to reach out to me prior to the meeting.

Best regards,

[Your Name]

[Your Position]

[Your Company]