

Quarterly Review Notice

Date: [Insert Date]

Dear [Employee's Name],

This letter serves as a formal notice for your upcoming quarterly performance review scheduled on [Insert Date] at [Insert Time]. The review will take place in [Insert Location/Virtual Meeting Link].

During this review, we will discuss your performance, accomplishments, and areas for development over the past quarter. This is also a great opportunity for you to share your feedback and set goals for the upcoming quarter.

Please prepare any relevant documents and be ready to discuss your contributions and any challenges you have faced.

If you have any questions or need to reschedule, please contact [Insert Contact Person's Name] at [Insert Contact Email/Phone Number].

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]