

# Performance Review Preparation Reminder

Dear [Employee Name],

This is a friendly reminder that your performance review is coming up on [Date]. To ensure a productive discussion, please take the time to prepare.

## Preparation Steps:

- Reflect on your accomplishments over the past year.
- Identify areas for growth and development.
- Gather feedback from peers and clients.
- Consider your goals for the upcoming year.

If you have any questions or need assistance, feel free to reach out to your manager.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]