

Dear [Department Lead's Name],

This is a friendly reminder regarding the upcoming staff appraisal process for your team. As we strive to enhance performance and encourage professional growth, we kindly ask you to prepare for the evaluations scheduled for [Date].

Please ensure that you have completed all necessary preparations, including:

- Reviewing team members' performance records
- Setting up individual appraisal meetings
- Gathering feedback from peers and supervisors

All appraisals should be concluded by [Final Deadline]. If you need any assistance or have any questions during this process, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]