

# Fiscal Performance Review Notification

Dear [Employee's Name],

We would like to inform you that your fiscal performance review is scheduled for [Date] at [Time]. This review is an important opportunity to discuss your achievements, set future goals, and address any areas for improvement.

Please prepare a summary of your key contributions over the past fiscal year and any specific topics you would like to discuss during the review.

Location: [Location/Meeting Link]

We look forward to our discussion.

Sincerely,

[Your Name]

[Your Title]

[Company Name]