

Performance Evaluation and Planning Session

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Evaluation and Planning Session

Dear [Employee's Name],

I hope this message finds you well. As part of our commitment to fostering growth and development, I would like to invite you to a performance evaluation and planning session. This meeting will provide us with the opportunity to review your performance over the past [insert time period] and discuss your goals for the upcoming period.

Meeting Details

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Agenda

- Review of performance metrics
- Feedback and discussion
- Goal setting for the next period
- Any other concerns or questions

Please come prepared to share your insights and thoughts regarding your performance and future objectives. Your input is valuable in guiding our conversation.

Thank you, and I look forward to our discussion.

Best regards,

[Manager's Name]

[Manager's Job Title]

[Company Name]