

Performance Review Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Review Schedule

Dear [Employee's Name],

This letter is to inform you that your performance review is scheduled for [Insert Date and Time]. The review will be held in [Location/Format - e.g., online or in-person meeting room].

The purpose of this review is to discuss your performance over the past [insert time frame, e.g., year, quarter], provide feedback, and set goals for the upcoming period. We will also discuss any challenges you may have faced and how we can support you moving forward.

Please take some time to reflect on your accomplishments and any areas where you would like to improve, as well as any topics or questions you would like to address during our meeting.

If you have any scheduling conflicts or need to reschedule, please let me know as soon as possible.

Looking forward to our discussion.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]