

Performance Review Notification

Dear [Employee Name],

We hope this message finds you well. We would like to inform you that your performance review for the period of [start date] to [end date] will be conducted on [review date].

This performance review is an essential part of our commitment to continuous improvement and professional development. You will have the opportunity to discuss your achievements, areas for growth, and set goals for the upcoming period.

Please find below the details of your performance review:

- **Review Date:** [Date]
- **Time:** [Time]
- **Location:** [Location/Virtual Link]
- **Duration:** [Duration]

We strongly encourage you to prepare for this meeting by reflecting on your accomplishments and considering your future goals.

If you have any questions or require further information, please do not hesitate to reach out.

Best regards,
[Your Name]
[Your Position]
[Company Name]