

Annual Review Appointment Notification

Dear [Employee's Name],

We hope this message finds you well. We would like to inform you that your annual performance review has been scheduled.

Date: [Date]

Time: [Time]

Location: [Location/Virtual Link]

During this review, we will discuss your performance over the past year, goals for the upcoming year, and any feedback you may have.

Please let us know if you are unable to attend the scheduled time.

Thank you, and we look forward to our discussion.

Sincerely,

[Your Name]

[Your Position]

[Company Name]