

# Employee Appraisal Discussion Arrangement

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Arrangement for Employee Appraisal Discussion

Dear [Employee's Name],

I hope this message finds you well. As part of our performance management process, I would like to schedule a discussion regarding your recent performance appraisal.

Please find the suggested details for our meeting:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location/Meeting Link]

During this discussion, we will review your accomplishments, areas for improvement, and set goals for the upcoming period. Please take some time to reflect on your performance and come prepared with any points you wish to discuss.

Feel free to reach out if you have any questions or if you need to propose a different time.

Looking forward to our conversation.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]