

# Employee Performance Discussion Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Discussion Notice

Dear [Employee's Name],

This letter serves as a formal notice regarding your upcoming performance discussion scheduled for [Insert Date and Time] at [Insert Location/Platform]. The purpose of this meeting is to review your performance over the past [Insert Time Period] and to discuss your goals and any areas for improvement.

Please prepare to discuss your achievements, challenges faced, and any support you may need moving forward. Your input is valuable in this process, and we encourage open and honest communication.

If you have any questions or concerns prior to the meeting, please feel free to reach out to me.

Thank you for your attention to this matter. We look forward to our discussion.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]