

# Feedback Session Scheduling

Dear [Employee's Name],

I hope this message finds you well. I would like to schedule a feedback session to discuss your recent performance and share some insights.

Could you please let me know your availability for the following dates?

- [Date 1]
- [Date 2]
- [Date 3]

Once I receive your preferred date and time, I will send a calendar invite. Thank you for your attention, and I look forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Company Name]