

Performance Review Invitation

Dear [Employee's Name],

I hope this message finds you well. I would like to invite you to a one-on-one performance review meeting to discuss your progress, achievements, and any challenges you may have encountered over the past year.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location or Virtual Meeting Link]

Please come prepared to share your insights, feedback, and any topics you would like to discuss. This is a great opportunity for us to align on your goals and career development.

Looking forward to our discussion!

Best regards,
[Your Name]
[Your Position]