

# Performance Evaluation Meeting Request

Dear [Employee's Name],

I hope this message finds you well. I would like to formally request a meeting to discuss your performance evaluation for the past year. This meeting will provide an opportunity to review your achievements, discuss areas for improvement, and set goals for the upcoming period.

Please let me know your availability for the following dates and times:

- [Date Option 1] at [Time]
- [Date Option 2] at [Time]
- [Date Option 3] at [Time]

If none of these options work for you, please suggest a date and time that does.

Thank you, and I look forward to our discussion.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]