

Performance Feedback Meeting Invitation

Dear [Employee's Name],

I hope this message finds you well. I would like to schedule a performance feedback meeting to discuss your progress and any areas for improvement. Please let me know your availability for the following proposed dates:

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

If none of these times work for you, please suggest an alternative that fits your schedule.

Thank you, and I look forward to our discussion.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]