

# Quarterly Performance Assessment Arrangement

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Dear [Employee's Name],

As part of our ongoing commitment to performance management and employee development, we would like to schedule your quarterly performance assessment. This assessment will provide an opportunity to discuss your achievements, areas for improvement, and future objectives.

## Details of the Assessment:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location or Meeting Link]

Please prepare to discuss your key contributions over the past quarter and any challenges you may have faced. We also encourage you to share your thoughts on how we can better support you in your role.

If you have any conflicts with the proposed time, please let us know by [Insert Deadline] so we can arrange an alternative.

Thank you for your hard work and dedication. We look forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Company Name]