

Partner Performance Review Discussion

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

Subject: Performance Review Discussion

Dear [Partner's Name],

I hope this message finds you well. As part of our ongoing commitment to fostering a productive partnership, we would like to schedule a performance review discussion to evaluate our collaboration and identify areas for growth.

We appreciate your efforts and contributions over the past [Insert Time Period]. The meeting will focus on:

- Reviewing overall performance metrics
- Discussing successes and challenges faced
- Identifying opportunities for improvement
- Setting goals for the upcoming period

Please let us know your availability for the week of [Insert Date Range], so we can arrange a mutually convenient time for this important discussion.

Thank you for your attention, and we look forward to your insights.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]