

# Annual Appraisal Discussion Notice

Dear [Employee's Name],

We would like to inform you that your annual appraisal discussion has been scheduled.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

During this meeting, we will review your performance over the past year, discuss your achievements, and set goals for the upcoming year.

Please feel free to prepare any points you would like to discuss. We look forward to our conversation.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]