

Annual Evaluation Reminder

Dear [Employee Name],

This is a friendly reminder that your annual performance evaluation is approaching. The evaluation is scheduled for [Date] at [Time].

Please take some time to reflect on your achievements and challenges over the past year, and prepare any materials you would like to discuss during our meeting.

If you have any questions or need to reschedule, please let me know.

Looking forward to our discussion.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]