

# Performance Feedback Appointment

Dear [Employee's Name],

We would like to schedule a performance feedback appointment to discuss your progress over the past [time period]. This meeting will provide an opportunity to review your achievements, address any challenges you may be facing, and set goals for the upcoming period.

## Appointment Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]

Please come prepared to discuss your experiences, as well as any feedback you have for us.

We look forward to our conversation.

Best regards,

[Your Name]  
[Your Job Title]  
[Your Company]