

Performance Review Coordination

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Review Coordination

Dear [Employee's Name],

I hope this message finds you well. As part of our commitment to ongoing development and performance enhancement, we will be conducting performance reviews for all team members over the coming weeks.

Your performance review is scheduled for [Insert Date and Time]. Please confirm your availability for this time or suggest an alternative if necessary. The review will take place in [Insert Location/Platform for virtual meeting].

To prepare for our discussion, I encourage you to reflect on your accomplishments, challenges, and goals. Additionally, you may want to consider any feedback you would like to share regarding your experience in the team.

If you have any questions or need further clarification, please do not hesitate to reach out.

Looking forward to our conversation.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]