

Dear [Employee's Name],

I hope this message finds you well. I would like to invite you to your performance review meeting scheduled for [Date] at [Time]. The meeting will take place in [Location/Platform for virtual meeting].

During this meeting, we will discuss your achievements, goals, and areas for improvement over the past [time period]. It will also be an opportunity for you to share your thoughts and feedback.

Please confirm your availability for this meeting. If you have any questions or need to reschedule, feel free to reach out.

Looking forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Company Name]