

# Performance Evaluation Schedule

Dear [Staff Member's Name],

We would like to inform you about the upcoming performance evaluation process scheduled for [Evaluation Period]. Please find the details below:

## Evaluation Schedule:

- **Evaluation Start Date:** [Start Date]
- **Evaluation End Date:** [End Date]
- **Feedback Session Date:** [Feedback Session Date]
- **Final Review Date:** [Final Review Date]

During this period, you will have the opportunity to review your accomplishments and set goals for the upcoming year. Please prepare to discuss your performance during the feedback session.

If you have any questions or need further information, feel free to contact [Contact Person's Name] at [Contact Information].

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]