

Yearly Review Session Invitation

Dear [Employee's Name],

We are pleased to inform you that your yearly review session is scheduled for [Date] at [Time]. The session will take place in [Location/Meeting Link].

During this review, we will discuss your performance over the past year, set goals for the upcoming year, and address any concerns or feedback you may have.

Please come prepared to discuss your accomplishments and areas for improvement. We value your contributions and look forward to this productive conversation.

If you have any questions or need to reschedule, please contact [Contact Person] at [Contact Information].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]