

# Business Performance Appraisal Meeting

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Invitation to Performance Appraisal Meeting

Dear [Employee's Name],

I hope this message finds you well. I would like to invite you to a performance appraisal meeting scheduled for [insert date and time] at [insert location or specify if virtual]. The purpose of this meeting is to discuss your performance over the past review period, your achievements, challenges, and future goals.

Please come prepared to discuss the following:

- Your key accomplishments
- Areas for improvement
- Your career aspirations
- Feedback on team dynamics and leadership

Should you have any documents or reports that you feel would be beneficial for this discussion, please bring them along. If you are unable to attend at the scheduled time, please let me know as soon as possible so that we can arrange an alternative.

Thank you for your hard work and dedication. I look forward to our conversation.

Best regards,

[Manager's Name]

[Manager's Position]

[Company Name]