

Employee Performance Audit Reminder

Dear [Employee Name],

This is a friendly reminder regarding the upcoming performance audit scheduled for [Date]. Please ensure that you have prepared any necessary documentation and completed any required self-assessments before our meeting.

We value your contributions and look forward to discussing your progress and achievements.

If you have any questions or need further assistance, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]