

Employee Record Assessment Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Notification of Employee Record Assessment

Dear [Employee Name],

This letter serves to inform you that your employee record assessment is scheduled for [insert date]. The purpose of this assessment is to review your performance, contributions, and development since your last evaluation.

Please prepare any necessary documentation and be ready to discuss your achievements and goals during this assessment. Your input is crucial for the growth of our team and your career.

If you have any questions or need further details, feel free to reach out to me directly.

Best regards,

[Manager's Name]

[Manager's Position]

[Company Name]