

Personnel Review Notification

Dear [Employee Name],

This is a reminder that your personnel review is scheduled for [Date] at [Time]. Please ensure that you are prepared to discuss your performance, goals, and any additional topics you would like to address.

Location: [Location/Virtual Link]

If you have any questions or require assistance prior to our meeting, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]