

# Performance Appraisal Notice

Dear [Employee Name],

We would like to inform you that your performance appraisal has been scheduled for [Date] at [Time]. The meeting will take place in [Location/Virtual Link].

Please come prepared to discuss your achievements, challenges, and areas for development over the past year. This is a great opportunity to align on goals for the upcoming period.

If you have any questions or if you require rescheduling, please feel free to reach out to [Supervisor/HR Contact Name] at [Contact Information].

Thank you, and we look forward to our discussion.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]