

Subject: Scheduling Appraisal Discussion

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing performance management process, I would like to schedule a time to discuss your recent appraisal.

Please let me know your availability for the following options:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

If these times do not work for you, feel free to suggest alternative dates and times that are more convenient.

Looking forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Company Name]