

Dear [Employee's Name],

I hope this message finds you well. As part of our commitment to employee development and performance management, I would like to schedule a performance appraisal discussion with you.

The purpose of this meeting is to review your achievements over the past year, discuss areas for improvement, and set goals for the upcoming period. I believe this will be a valuable opportunity for us to align on expectation and development plans.

Please let me know your available times in the coming week so we can arrange a suitable time for our discussion. I appreciate your contribution to the team and look forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]