

Annual Appraisal Discussion

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

As part of our commitment to employee development, we would like to schedule your annual appraisal discussion. This meeting is an opportunity to review your performance over the past year, discuss your achievements, and set goals for the upcoming year.

Details of the meeting:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location or Virtual Link]

Please come prepared to discuss your accomplishments, challenges you faced, and how we can assist you in your professional growth. Your input is valuable, and we look forward to an engaging discussion.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Your Department]