

Annual Performance Review Notification

Dear [Employee's Name],

We hope this message finds you well. As part of our commitment to employee development and performance assessment, we are pleased to inform you that your annual performance review is scheduled for [Date]. This meeting will provide an opportunity to discuss your achievements, goals, and areas for growth over the past year.

Please prepare any relevant documentation or notes you would like to discuss during the review. It is also a great time to share your aspirations for the upcoming year.

The review will take place in [Location] at [Time]. If you have any scheduling conflicts, please let us know at your earliest convenience.

We look forward to our discussion.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]