

Quarterly Performance Check-in

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Quarterly Performance Check-in

Dear [Employee Name],

I hope this message finds you well. As part of our commitment to ongoing development and collaboration, I would like to schedule a quarterly performance check-in with you. This meeting will provide us an opportunity to review your achievements, discuss any challenges you may be facing, and set goals for the next quarter.

Date & Time: [Insert Proposed Date & Time]

Location: [Insert Meeting Location/Platform]

During our discussion, I encourage you to reflect on your progress and come prepared with any topics you would like to address. Your input is crucial for our success as a team.

Please confirm your availability for the proposed date and time, or suggest alternatives if necessary.

Thank you for your hard work and dedication. I look forward to our conversation.

Best regards,

[Manager Name]

[Manager Position]

[Company Name]