

# Invitation to Quarterly Performance Review

Dear [Employee's Name],

We are pleased to invite you to your Quarterly Performance Review scheduled for [Date] at [Time]. The review will take place in [Location/Virtual Platform].

This session will provide an opportunity to discuss your achievements, any areas of improvement, and set goals for the upcoming quarter. We value your contributions to the team and look forward to this constructive dialogue.

Please confirm your attendance by [RSVP Deadline]. If you have any specific topics you would like to discuss during the review, feel free to share them ahead of time.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]