

Reminder: Employee Review Season Approaching

Dear [Employee's Name],

This is a friendly reminder that the employee review season is approaching. As part of our commitment to your professional growth and development, we will be conducting performance reviews starting on [Start Date] and concluding on [End Date].

Please take some time to reflect on your achievements and challenges over the past year. We encourage you to prepare any thoughts or feedback you would like to share during your review meeting.

To schedule your review, please reach out to [Manager's Name] by [Scheduling Deadline].

Thank you for your hard work and dedication. We look forward to discussing your progress and future goals.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]