

Final Performance Appraisal Notification

Dear [Employee's Name],

This letter serves as a reminder regarding your final performance appraisal scheduled for [Date] at [Time]. The appraisal will be held in [Location/Meeting Room].

During this meeting, we will review your performance over the past year, discuss your accomplishments, and outline areas for development moving forward.

Please prepare any necessary documents or notes to facilitate our discussion. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]