

Holiday Season Performance Feedback Invitation

Dear [Employee's Name],

As we approach the holiday season, we take this opportunity to reflect on our accomplishments and areas for growth. We would like to invite you to participate in a performance feedback session to discuss your contributions over the past year.

Please find the details of the session below:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location] / [Virtual Link]

Your insights and performance are vital to our team's success, and we look forward to hearing your feedback as well as providing you with constructive insights.

Please confirm your attendance by [Insert RSVP Date].

Wishing you a joyful holiday season!

Best regards,
[Your Name]
[Your Position]
[Company Name]