

Performance Review Schedule

Dear [Employee's Name],

As we approach the end of the year, it is time to conduct our annual performance reviews. This process is essential to evaluate your hard work, set future goals, and support your professional development.

Performance Review Schedule

- **Review Period:** [Start Date] to [End Date]
- **Review Meeting Date:** [Date]
- **Location:** [Meeting Location or Virtual Link]
- **Time:** [Time]

Please take the time to reflect on your contributions over the past year and come prepared to discuss your achievements, challenges, and goals for the upcoming year.

If you have any questions or require rescheduling, feel free to reach out to me directly.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]