

# Year-End Performance Evaluation Notification

Dear [Employee's Name],

As we approach the end of the year, it is time to conduct our annual performance evaluations. This process is important for recognizing your contributions to the team and identifying areas for growth.

Your performance evaluation is scheduled for [Date] at [Time]. The meeting will take place in [Location/Format, e.g., via Zoom]. During this evaluation, we will discuss your achievements, set goals for the next year, and provide feedback on your performance.

Please prepare by reviewing your accomplishments over the past year and thinking about your objectives for the upcoming year. We value your input and look forward to a productive discussion.

If you have any questions, feel free to reach out to [Supervisor's Name] at [Contact Information].

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]