

Performance Review Reminder

Dear [Employee's Name],

This is a friendly reminder that your trial period will be coming to an end on [End Date]. We would like to schedule a performance review to discuss your progress, accomplishments, and any areas for improvement.

Please let us know your availability for the review during the week of [Proposed Dates]. We want to ensure that this meeting is constructive and valuable for you.

Thank you for your hard work and dedication during your trial period. We look forward to discussing your performance and future with the team.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]