

# Performance Coaching Initiative

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Invitation to Join the Performance Coaching Initiative

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing commitment to professional development, we are excited to invite you to participate in our Performance Coaching Initiative. This program is designed to support your growth and enhance your skills in alignment with your career goals and our organizational objectives.

The initiative will involve one-on-one coaching sessions, feedback loops, and personalized development plans tailored to your strengths and areas for improvement. Our goal is to empower you to reach your full potential and achieve success in your role.

Please confirm your interest in the initiative by [Insert Confirmation Deadline]. If you have any questions or need further information, feel free to reach out.

We look forward to your positive response and are excited about the opportunity to work together towards your professional growth.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]

[Contact Information]