

Subject: Request for Annual Performance Review Meeting

Dear [Employee's Name],

I hope this message finds you well. As we approach the end of the year, I would like to schedule our annual performance review meeting to discuss your accomplishments, challenges, and future goals.

Could you please let me know your availability for the following dates and times?

- [Date Option 1] at [Time Option 1]
- [Date Option 2] at [Time Option 2]
- [Date Option 3] at [Time Option 3]

Your input and feedback are valuable to us, and I look forward to our discussion.

Thank you!

Best regards,

[Your Name]
[Your Position]
[Your Company]