

Annual Review Meeting Announcement

Dear [Team/Employee Name],

We are pleased to announce that the annual review meeting is scheduled for [Date] at [Time].
The meeting will be held at [Location/Virtual Link].

During this meeting, we will:

- Review the achievements of the past year
- Discuss challenges faced and lessons learned
- Outline goals and objectives for the upcoming year

Please come prepared to discuss your individual contributions and any feedback you may have.

Thank you, and we look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]