

Performance Assessment Notice

Date: [Insert Date]

Dear [Employee's Name],

This is to inform you that your performance assessment is scheduled for [Insert Date] at [Insert Time]. The assessment will take place in [Insert Location].

Please prepare any necessary documentation and be ready to discuss your progress and goals.

If you have any questions or concerns, feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]