

Performance Review Invitation

Dear [Employee Name],

We would like to invite you to your upcoming performance review scheduled for [Date] at [Time]. The review will take place in [Location/Platform].

This is an opportunity for us to discuss your achievements over the past year, provide feedback, and set goals for the future.

Please come prepared with any items or questions you would like to discuss.

Best regards,
[Your Name]
[Your Position]
[Company Name]