

# Invitation to Participate in Performance Evaluation

Dear [Employee's Name],

We are pleased to invite you to participate in the upcoming performance evaluation process, which will be held on [date]. This evaluation is an essential part of our commitment to fostering professional growth and enhancing overall performance within the team.

Your insights and feedback during this evaluation are invaluable, and we look forward to hearing your perspectives on your achievements and areas for improvement.

Please confirm your participation by [RSVP deadline] and feel free to reach out if you have any questions.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]