

# Notification of Annual Review Discussion

Date: [Insert Date]

Dear [Employee's Name],

We would like to inform you that your annual review discussion has been scheduled for [Insert Date and Time]. This meeting will take place in [Location/Format (e.g., virtual)].

The purpose of this discussion is to review your performance over the past year, set goals for the upcoming year, and address any concerns you might have.

Please prepare any documentation or questions you wish to discuss, and ensure that you are available for the full duration of the meeting.

If you have any scheduling conflicts, please let us know as soon as possible.

We look forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Company Name]