

Invitation to Performance Feedback Session

Dear [Employee's Name],

I hope this message finds you well. I would like to invite you to a performance feedback session to discuss your progress, achievements, and areas for development over the past [time period].

Details of the session are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location] / [Insert virtual meeting link]

Your feedback is valuable to us, and this session will be a great opportunity to have an open discussion about your performance and future goals.

Please confirm your attendance by [RSVP Date].

Looking forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]