

Performance Review Discussion

Dear [Employee's Name],

I hope this message finds you well. As part of our performance management process, I would like to schedule a time to have your performance review discussion.

Please let me know your availability for the following dates:

- [Date Option 1]
- [Date Option 2]
- [Date Option 3]

The discussion will provide us with the opportunity to review your progress, discuss your achievements, and set goals for the upcoming period.

Please reply to this email at your earliest convenience so we can finalize a suitable time.

Thank you and I look forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]