

Yearly Performance Appraisal Schedule

Dear Team,

We would like to inform you of the upcoming schedule for the yearly performance appraisal process. Please find the details below:

Performance Appraisal Timeline

- **Self-Assessment Submission:** March 1 - March 15
- **Manager Review Period:** March 16 - March 31
- **Appraisal Meetings:** April 1 - April 15
- **Final Appraisal Reviews:** April 16 - April 30

Important Notes

- Please ensure that all self-assessments are submitted by the deadline.
- Reach out to your manager if you have any questions regarding the appraisal process.
- Feedback sessions will be scheduled post-appraisal meetings.

Thank you for your dedication and contributions to our team. We look forward to your participation in the annual appraisal process.

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