

Invitation to Mid-Year Performance Assessment

Dear Culinary Team,

We are pleased to invite you to the Mid-Year Performance Assessment scheduled for **[Date]** at **[Time]**. The assessment will take place in **[Location]**.

This is an opportunity for us to reflect on your achievements, discuss your progress, and set goals for the remainder of the year. Your contributions are vital to our success, and we look forward to your valuable insights during this assessment.

Please confirm your attendance by **[RSVP Date]**.

Best Regards,

[Your Name]
[Your Position]
[Company Name]