

Invitation to Staff Performance Discussion

Dear [Employee's Name],

We would like to invite you to a performance discussion regarding your contributions and progress within our team. This is a great opportunity to share feedback and discuss future goals.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Restaurant Name & Address]

Please confirm your attendance by replying to this email.

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Company Name]