

# Performance Review Notification

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Dear [Employee Name],

We would like to inform you that your performance review is scheduled for [Insert Date] at [Insert Time]. This review aims to discuss your accomplishments, challenges, and overall performance during the review period.

Please come prepared to discuss your experiences and any goals you might have for the future. Your feedback is invaluable in helping us improve our workplace.

We appreciate your hard work and dedication to [Restaurant Name]. If you have any questions or concerns prior to the review, feel free to reach out to your supervisor.

Thank you for your attention.

Sincerely,

[Supervisor Name]

[Restaurant Name]

[Contact Information]