

Staff Performance Review Announcement

Dear Team,

We are pleased to announce the upcoming performance reviews for all staff members at our dining establishment. This is a valuable opportunity for each of you to receive feedback on your performance, discuss your achievements, and set goals for your future development.

Review Dates: [Insert Dates Here]

Location: [Insert Location Here]

Please ensure that you have prepared any necessary documentation and are ready to discuss your contributions to our team. Your feedback is also important, and we encourage you to share your thoughts during this process.

Thank you for your hard work and dedication. We look forward to our discussions.

Best regards,

[Your Name]

[Your Position]

[Dining Establishment Name]