

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing commitment to employee development, I would like to schedule a performance review meeting with you.

The purpose of this meeting is to discuss your performance over the past year, areas of strength, and opportunities for growth. Your feedback is also important, and I encourage you to share your thoughts and insights during our discussion.

Could you please let me know your availability for the following dates and times?

- [Date 1] at [Time 1]
- [Date 2] at [Time 2]
- [Date 3] at [Time 3]

Looking forward to our conversation.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]