

Invitation to Quarterly Employee Feedback Session

Dear [Employee's Name],

We would like to invite you to our upcoming feedback session as part of the quarterly assessments. This is an opportunity for us to discuss your performance, achievements, and areas for improvement.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please come prepared to discuss your goals and any challenges you've faced during the last quarter. Your insights and feedback are invaluable to us.

Looking forward to our discussion.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]