

Performance Feedback Meeting Invitation

Dear [Employee's Name],

I hope this message finds you well. I would like to schedule a meeting to discuss your performance feedback and identify areas for skill enhancement.

Meeting Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location/Virtual Link]

During this meeting, we will review your recent projects and explore opportunities for further development. Your growth is important to us, and I look forward to discussing actionable insights.

Please confirm your availability for the proposed time. If the suggested time does not work, feel free to propose an alternative.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]