

# Staff Appraisal Conversation Template

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

## Subject: Staff Appraisal Conversation

Dear [Employee Name],

I hope this message finds you well. As part of our ongoing commitment to team development, I would like to schedule a staff appraisal conversation to discuss your performance, achievements, and areas for growth.

### Objectives of the Meeting

- Review your past performance and contributions to the team
- Identify strengths and areas for improvement
- Set goals for the upcoming period
- Discuss professional development opportunities

### Proposed Schedule

Please let me know your availability for a meeting next week. I suggest the following times:

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

Your feedback and insights are very important to us, and I look forward to a constructive and open conversation.

Thank you for your continued hard work and dedication.

Best regards,

[Manager Name]

[Manager Position]

[Company Name]