

Meeting Request: Discussion on Performance Concerns

Dear [Employee's Name],

I hope this message finds you well. I would like to schedule a meeting to discuss some performance concerns that I believe we need to address. It is important for us to have an open dialogue about this to ensure your success and support.

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]

If none of these options work for you, please suggest another time that might be more convenient.

Thank you for your attention to this matter. I look forward to our discussion.

Best regards,

[Your Name]
[Your Job Title]
[Your Company]