

Employee Appraisal Introduction

Dear [Employee's Name],

We are pleased to invite you to your upcoming performance appraisal meeting scheduled for [Date] at [Time]. This meeting will provide an opportunity to discuss your achievements, set future goals, and explore your career development within [Company's Name].

During the appraisal, we will review your contributions over the past year, and I encourage you to share your thoughts and feedback as well.

Thank you for your hard work and dedication.

Best regards,

[Your Name]
[Your Job Title]
[Company's Name]