

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Department]

[Employee's Address]

Dear [Employee's Name],

Subject: Performance Review

We hope this letter finds you well. As part of our commitment to professional development, we would like to schedule a performance review to discuss your accomplishments, challenges, and goals for the upcoming period.

Please prepare for our discussion by reflecting on your key contributions over the past year and any areas where you seek further development. We are interested in your feedback, as well as any support you might need to achieve your objectives.

The performance review is scheduled for [Date] at [Time] in [Location].

If this time is not suitable, please let us know, and we will do our best to accommodate your schedule.

Thank you for your hard work and dedication to [Company Name]. We look forward to our conversation and continuing to support your growth.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]