

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

[Employee's Address]

Dear [Employee's Name],

Subject: Performance Review - [Review Period]

We are pleased to invite you to your performance review for the period of [start date] to [end date]. This review is an essential part of our ongoing effort to support employee development, set goals, and ensure alignment with the company's objectives.

Details of the performance review meeting are as follows:

****Date:**** [Date of Review Meeting]

****Time:**** [Time of Review Meeting]

****Location:**** [Location or Virtual Meeting Link]

During this meeting, we will discuss your achievements over the past year, areas for improvement, and any challenges you've faced. We will also set future objectives and outline professional development opportunities.

Please take some time to prepare any notes or insights you would like to share during the meeting. We value your input and want to ensure this review is thorough and constructive.

If you have any questions or need to reschedule, please feel free to reach out.

Thank you for your hard work and dedication to [Company's Name].

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Company's Name]

[Contact Information]