

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Position]
[Employee's Department]

Dear [Employee's Name],

Subject: Performance Review

I hope this message finds you well. This letter serves as a formal notification of your upcoming performance review scheduled for [Date and Time]. During this review, we will discuss your contributions to the LQMS (Laboratory Quality Management System) and your overall performance over the past [time period].

In preparation for our discussion, please reflect on your achievements, challenges, and any areas where you feel further development is needed. Additionally, I encourage you to bring any pertinent data and examples that highlight your work within the LQMS framework.

The agenda for our meeting will include:

1. Overview of performance metrics related to LQMS
2. Discussion of specific projects and initiatives you've led or participated in
3. Feedback from colleagues and stakeholders
4. Personal development goals for the upcoming period

Your contributions are invaluable to our team's success, and this review is an opportunity for us to collaboratively assess performance and growth. If you have any questions or need to reschedule, please don't hesitate to reach out.

Looking forward to our discussion.

Best regards,

[Your Name]
[Your Position]