

[Your Name]

[Your Position]

[Your Company/Organization]

[Date]

[Employee's Name]

[Employee's Position]

Dear [Employee's Name],

Subject: Performance Review Notification

I hope this message finds you well. As part of our ongoing efforts to ensure growth and development within our team, we will be conducting your performance review on [Date]. This review aims to discuss your accomplishments, areas for improvement, and future goals.

Please prepare to discuss the following topics during our meeting:

1. Achievements over the last review period
2. Challenges faced and how they were addressed
3. Professional development goals for the upcoming period
4. Any feedback or suggestions you have regarding your role or team dynamics

Your input is invaluable, and I look forward to our conversation. If you have any questions or need to reschedule, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]