

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I would like to schedule a performance review discussion to evaluate [Employee's Name]'s progress over the past [time frame, e.g., year, quarter].

The primary objectives of this meeting will be to:

1. Discuss [Employee's Name]'s achievements and strengths.
2. Identify areas for improvement and growth opportunities.
3. Set performance goals for the upcoming period.

Please let me know your availability so we can arrange a suitable time for this important discussion. I look forward to collaborating on enhancing [Employee's Name]'s performance and contributing to our team's success.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Contact Information]