

Subject: Annual Performance Review Meeting Notification

Dear [Employee's Name],

I hope this message finds you well.

I am writing to inform you that your annual performance review meeting has been scheduled for [Date] at [Time]. The meeting will take place in [Location/Virtual Platform link]. This review is an important opportunity to discuss your accomplishments over the past year, set goals for the coming year, and address any questions or concerns you may have.

Please prepare any relevant materials you wish to share and feel free to bring up topics you'd like to discuss during our meeting.

If you have any scheduling conflicts, please let me know as soon as possible, and we will do our best to accommodate you.

Thank you for your continued hard work and dedication to [Organization Name].

Best Regards,

[Your Name]

[Your Job Title]

[Organization Name]

[Contact Information]