

Performance Review Meeting Email

Subject: Performance Review Meeting - [Employee Name]

Dear [Employee Name],

I hope you are doing well. As part of our regular performance review cycle, I would like to schedule a meeting to discuss your performance, achievements, and goals for the upcoming period.

This will be a positive and constructive discussion covering:

- Your accomplishments and contributions
- Areas of strength and growth opportunities
- Goal setting for the next review period
- Career development and training needs
- Any feedback or concerns you'd like to share
- Support you need to excel in your role

I've set aside the following time slots for our meeting:

- [Date] at [time]
- [Alternative date] at [time]
- [Third option date] at [time]

The meeting will take approximately [duration] and will be held in [location/private office]. Please come prepared with any questions or topics you'd like to discuss.

Prior to our meeting, please take some time to reflect on your achievements and any goals you'd like to set. I'll also be preparing feedback and discussing opportunities for your continued growth.

Please confirm which time works best for you.

Looking forward to our conversation.

Best regards,

[Your Name]

[Your Title]

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