Subject: Schedule for Your Upcoming Performance Evaluation

Dear [Employee Name],

This letter is to formally notify you of the timeline for your next performance evaluation. This process is designed to review your recent achievements, discuss areas for growth, and set goals for the coming period.

Please find the schedule below:

- **Self-Evaluation Submission Deadline:** [Date]
- **Review Meeting Date:** [Date]
- **Review Meeting Time:** [Time]
- **Location/Link:** [Office Room or Virtual Link]

To prepare for this evaluation, please complete the attached self-assessment form and return it to me by the deadline mentioned above. During our meeting, we will discuss your self-assessment alongside the feedback gathered by the management team.

If you have any questions regarding the evaluation process or need to reschedule due to a conflict, please let me know by [Date].

Best regards,

[Your Name]
[Your Job Title]
[Company Name]