

Dear [Employee Name],

I hope you are having a productive week.

This is a friendly reminder to schedule your upcoming performance appraisal meeting. Our records show that your review is due by [Date].

Please check my calendar at [Link/Method] to select a time that works best for you. Alternatively, let me know your availability for a 60-minute session sometime next week.

As a reminder, please ensure that your self-assessment form is completed and submitted at least 24 hours before our scheduled meeting.

I look forward to discussing your achievements and goals for the next period.

Best regards,

[Manager Name]

[Job Title]

[Company Name]