

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

This letter serves as a formal invitation to your performance review for the [First/Second/Third/Fourth] quarter of [Year]. These quarterly meetings are designed to provide a structured opportunity for us to discuss your recent achievements, evaluate progress toward your established goals, and identify areas for professional development.

The objective of this review is to ensure that you have the support and resources necessary to succeed in your role while aligning your individual contributions with our team's strategic objectives. We will review your performance metrics from [Start Date] to [End Date] and set new targets for the upcoming quarter.

Your review meeting is scheduled for:

Date: [Meeting Date]

Time: [Meeting Time]

Location/Link: [Meeting Location or Virtual Link]

Please come prepared to discuss your self-assessment and any feedback you have regarding your current workflow and responsibilities.

Sincerely,

[Manager Name]

[Manager Title]