[Company Name]

[Company Address]

[City, State, ZIP Code]

[Employee Name]

[Employee Address]

[Date]

**Subject: Notification of Upcoming Performance Review**

Dear [Employee Name],

This is to notify you that your performance review has been scheduled for [Date] at [Time]. The review will take place at [Location/Virtual Meeting Link] and will be conducted by [Reviewer’s Name/Manager’s Name].

The purpose of this review is to discuss your performance, achievements, and goals for the review period. It is also an opportunity to receive feedback and share any insights or suggestions you may have regarding your role or team.

**Preparation**:

Please take a moment to reflect on your accomplishments and any challenges faced during this period. Feel free to bring questions or feedback for discussion.

If you have any questions about this review or need to reschedule, please contact [Manager’s Name/HR Contact Name] at [Email Address/Phone Number].

We look forward to discussing your progress and supporting your continued success.

**Yours sincerely,**

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................