# Performance review invitation email

Send the invitation one to two weeks before the meeting, with any self-evaluation due at least three working days before it so the manager has time to read it.

### ANNUAL REVIEW

**Subject: Your [Year] performance review: [Meeting Date]**

Hi [First Name],

It's time for your annual performance review. I've booked [Duration] minutes for us on [Meeting Date] at [Meeting Time] [in Room / on Video Link].

We'll cover:

- How the year went against your goals: [Goal Summary or 'the goals we set in Month']
- What went well and where you'd like more support
- Your goals and development plan for next year
- Anything else you want to raise, including career direction

Before we meet, please complete your self-evaluation here by [Self-Evaluation Deadline]: [Review Form Link]. It takes about [Form Time] minutes. Specific examples help more than ratings alone.

This is a two-way conversation, so bring your own questions and feedback for me. If the time doesn't work, reply and we'll move it.

Thanks,

[Manager Name]
[Title], [Company]

### MID-YEAR CHECK-IN

**Subject: Mid-year check-in on [Meeting Date]**

Hi [First Name],

I'd like to set up our mid-year check-in for [Meeting Date] at [Meeting Time], about [Duration] minutes.

It's an informal look at how the first half went and whether your goals still make sense for the rest of the year. No forms this time; just think about:

- One or two things you're proud of since [Period Start]
- Anything getting in your way
- Whether any goals should change

See you then,

[Manager Name]

## PROBATION / 90-DAY REVIEW

**Subject: Your [Number]-day review on [Meeting Date]**

Hi [First Name],

You're coming up on [Number] days with us, so I've scheduled your probation review for [Meeting Date] at [Meeting Time]. [HR Contact Name] from HR will join for the last few minutes.

We'll talk about how your first [Number] days have gone against the expectations we set when you started: [Expectation Summary]. I'll share my feedback, and I want to hear how the role compares with what you expected and what would help you most next.

Please jot down a few notes beforehand on what's going well and where you'd like more training. No formal form is needed.

[Manager Name]
[Title], [Company]

## FRONTLINE / SHIFT TEAM

**Subject: Review meeting on [Meeting Date] during your shift**

Hi [First Name],

Your [Review Type] review is booked for [Meeting Date] at [Meeting Time], during your scheduled shift. It's paid time and takes about [Duration] minutes in [Location]. [Your queue / station] will be covered.

We'll look at your [quality scores / attendance / productivity numbers] for [Review Period], talk about what's going well, and agree goals for the next period.

If you'd like to see your numbers before we meet, ask me or check [Dashboard or Report Location].

[Supervisor Name]
[Team Name] Supervisor

## SUBJECT LINE IDEAS

- Your [Year] performance review: [Meeting Date]
- Performance review meeting invitation
- Let's talk about your year: review on [Meeting Date]
- Appraisal meeting: please complete your self-evaluation
- Mid-year check-in on [Meeting Date]

• Your [Number]-day review

• Annual review: date and how to prepare

### SMS / WHATSAPP VERSION

Hi [First Name], your [Review Type] review with [Manager Name] is on [Meeting Date] at [Meeting Time] in [Location], about [Duration] min, paid time during your shift. Details are in your email. - [Company]

Placeholders to replace: [First Name], [Year], [Meeting Date], [Meeting Time], [Duration], [Video Link], [Goal Summary], [Self-Evaluation Deadline], [Review Form Link], [Form Time], [Period Start], [Number], [HR Contact Name], [Expectation Summary], [Review Type], [Review Period], [Location], [Manager Name], [Supervisor Name], [Title], [Company]