Self-evaluation reminder email

Send the first reminder about halfway through the self-evaluation window, a second two days before the deadline and a last one on the due date. Overdue notices go out the next business day.

MIDPOINT REMINDER

Subject: Your self-evaluation is due [Due Date]

Hi [First Name],

A reminder that your self-evaluation for the [Review Period] review is due by [Due Date]. You can open it here: [Form Link].

Most people need about [Time Estimate]. A few tips that make it more useful:

- Pull up your goals from [Goal Source] before you start.
- Give one or two specific examples for each rating, with numbers where you have them.
- Be honest about what didn't go well. [Manager Name] will read it before your conversation on [Review Meeting Date].

Questions about the form? Reply here.

[Your Name]
[Title], [Company]

FINAL DAY

Subject: Today: self-evaluation deadline

Hi [First Name],

Today is the last day to submit your self-evaluation for [Review Period]: [Form Link].

If you've started but not submitted, your draft is saved. Just open it and click Submit.

If you can't finish today, let [Manager Name] know directly so your review meeting can be planned around it.

Thanks,
[Your Name]

OVERDUE

Subject: Your self-evaluation is overdue

Hi [First Name],

Your self-evaluation for [Review Period] was due on [Due Date] and we haven't received it yet. [Manager

Name] is scheduling review conversations this week and uses your self-assessment to prepare.

Please submit it by [Extended Deadline]: [Form Link]. If you're on leave or something is stopping you from completing it, reply and we'll sort it out.

[Your Name]
[Title], [Company]

TO MANAGERS: TEAM STATUS

Subject: [Number] of your team still need to submit self-evaluations

Hi [Manager Name],

Self-evaluations for [Review Period] are due [Due Date]. These people on your team haven't submitted yet:

[List of Names]

A quick word from you in your next 1:1 or team huddle usually does more than another email from HR. Review meetings should be held by [Review Completion Date].

Thanks,
[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Your self-evaluation is due [Due Date]
- Reminder: [Review Period] self-assessment
- Two days left to submit your self-evaluation
- Today: self-evaluation deadline
- Your self-evaluation is overdue
- [Time Estimate] to finish your self-review
- Before your review with [Manager Name]: your self-evaluation

SMS / WHATSAPP VERSION

Hi [First Name], reminder from [Company] HR: your [Review Period] self-evaluation is due [Due Date]. It takes about [Time Estimate]: [Form Link]. Your draft saves automatically.

Placeholders to replace: [First Name], [Review Period], [Due Date], [Extended Deadline], [Form Link], [Time Estimate], [Goal Source], [Manager Name], [Review Meeting Date], [Review Completion Date], [Number], [List of Names], [Your Name], [Title], [Company]