Letter - Annual Review Notification

[Date]

[Name]

[Address]

[Address]

[Address]

[Postcode]

Dear [name]

Your appraisal is due during [month].

I have made an appointment for your appraisal to take place on [date] at [time] in [room]. Please let me know as soon as possible if this is not convenient for you.

I have enclosed a self-review appraisal form which I would be grateful if you could complete and return to me by [date - one week prior to interview]. We will use this form as the basis for our discussion during the appraisal.

I look forward to meeting with you. In the meantime if you have any queries, please do not hesitate to contact me.

Yours sincerely

[Reviewer’s name]