

2 Employee Performance Review Request Email Template

Mid-Year Performance Review Request

Subject: Request for Mid-Year Performance Review

Hi [Employee's Name],

I hope this message finds you well. As we reach the midpoint of the year, it's a great time to take stock of your progress and achievements. We would like to schedule a mid-year performance review to discuss your accomplishments so far and set goals for the remainder of the year.

Here's what we'd like to cover:

- Review of your key achievements and contributions
- Discussion on any challenges or obstacles
- Setting goals for the upcoming months
- Any support or resources you might need

Please let me know your availability over the next couple of weeks so we can arrange a convenient time for this discussion.

Thank you for your hard work and dedication. We look forward to our conversation.

Best regards,

[Your Name] [Your Position] [Company Name]

Annual Performance Review Request

Subject: Time for Your Annual Performance Review

Hi [Employee's Name],

I hope you're doing well. It's that time of the year again when we take a moment to look back and reflect on your journey with us. We're gearing up for the annual performance reviews, and we'd love to hear about your experiences, achievements, and areas where we can support you better.

Please let us know your availability for a meeting. We aim to have these reviews completed by [insert date]. Your insights are important to us, and we want to ensure we continue to foster your growth and success.

Here's what we'll cover in the review:

- Your accomplishments
- Areas for improvement
- Goals for the coming year
- Any support or resources you need

Feel free to reach out if you have any questions or need to reschedule. Looking forward to our conversation.

Best,