
MEMORANDUM

TO: [Employee's Name]
FROM: [Supervisor's Name]
SUBJECT: Up-coming Performance Appraisal
DATE: [DATE]
CC: file

We will be meeting on or about [INSERT DATE] to discuss your performance over the past [INSERT TIMEFRAME], and to discuss expectations and goals for the future.

As part of that process, you will find a blank self-assessment form attached. Your input is a very important part of this meeting, so please take the time to fill this form out and genuinely assess how you feel you performed throughout the last [INSERT TIME FRAME] as an employee at the City of Blue Ash

In order to consider your comments in the evaluation process you will need to return this form to me by [INSERT DATE].

Please do not hesitate to contact me or the Human Resources Department with any questions you may have.