**Email Announcement for Performance Review**

**1.) Email Announcement for Performance Review Email**

| Subject - It's time for performance review - Things you must know.  Hi all,  I am excited to announce that we are going to start our performance review process. This process is crucial and will be started on [date]. It helps in determining what is the progress of every individual in contribution to the company’s goals.  Below are the deadlines for the performance review:   * [Date] - It is the deadline for the self-evaluation of the employee. All employees must complete and submit their self-evaluation to their managers till this date. * [Date] - This is the deadline for the managers to evaluate their subordinate’s self-evaluation. * [Date] - Deadline for the Human Resource Department to evaluate all the performance review forms.   It is mandatory for all the employees to complete and submit their self-evaluation till the given deadline.  If you have any query regarding the overall performance review process, do not hesitate to reach out to the manager or the HR.  Kind Regards,  [Your Name]  [Email Signature]. |
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**2.) Performance Review Reminder Email for Employees**

| Subject: Only [X] days left to submit your self-evaluation  Dear [employee name],  This performance review process is in full flow and I hope you have completed self-evaluation.  This is a gentle reminder that you have only [x] days left to submit your evaluation form and submit it to your manager.  Performance review is an opportunity where you can tell the company how well you have performed this current year, receive feedback and also compensation. Don’t leave this for later, do it now and grab the opportunity to receive the deserved compensation.  Please do not hesitate to reach out for your concerns.  Regards,  [Your Name]  [Signature] |
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**3.) Performance Review Reminder Email for Managers**

| Subject: Only [X] days left to submit employees self-evaluation  Hi [Manager’s Name],  This performance review process is in full flow and I hope that the employees under you have started submitting their self-evaluation forms.  This is a gentle reminder that you have only [x] days left to review their evaluation form . You are requested to schedule meetings with individual employees to discuss their self-evaluation and meet their other team members to evaluate the employee in review directly.  Please do not hesitate to reach out if there’s anything unclear about the process..  Regards,  [Your Name]  [Signature] |
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