PERFORMANCE REVIEW NOTIFICATION

To: {{Email}}

From: hr@company.com

Subject: Performance Review Scheduled for {{Name}}

Dear {{Name}},

This is to inform you that your annual performance review has been scheduled.

Employee Details:

- Name: {{Name}}

- Position: {{Position}}

- Department: {{Department}}

- Current Salary: ${{Salary}}

- Employment Start Date: {{Start Date}}

Your review will cover your performance in the {{Position}} role within the {{Department}} department.

Please prepare any relevant documentation and self-assessment materials prior to your review meeting.

Best regards,

HR Team

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Template Fields: {{Name}}, {{Email}}, {{Department}}, {{Position}}, {{Salary}}, {{Start Date}}

Auto-fill ready for VBA/Python processing