

[Company Name]
[Department]
[Date]

[Apprentice Full Name]
[Apprentice ID/Position]

Subject: Notification of Performance Evaluation Meeting

Dear [Apprentice Name],

As part of your apprenticeship program, we have scheduled your upcoming performance evaluation to review your progress, technical skills, and learning objectives.

The details for your evaluation meeting are as follows:

- **Date:** [Date of Meeting]
- **Time:** [Time of Meeting]
- **Location/Link:** [Room Number or Digital Meeting Link]
- **Evaluator:** [Name of Supervisor/Mentor]

During this session, we will discuss your achievements to date, areas for improvement, and your progress toward completing your certification requirements. Please come prepared to discuss your goals for the next quarter and any questions you have regarding your training.

You are encouraged to complete the attached self-assessment form and return it to [Name/Department] by [Deadline Date] so it can be reviewed prior to our meeting.

If you have a conflict with the scheduled time, please contact [Contact Name] immediately to reschedule.

Sincerely,

[Your Name]
[Your Title]
[Contact Information]