

Circular No. 3: Reminder for Annual Performance Reviews

[Organization Name] [Organization Address]

CIRCULAR No. 03/2024 Date: [Date]

To: All Employees and Department Heads

Subject: Reminder: Annual Performance Review Submission Deadline

This circular serves as a reminder for the upcoming deadline for the submission of all annual performance review documents. The deadline for completing and submitting all self-assessment forms and manager reviews is **[Date]**.

It is imperative that all forms are completed accurately and submitted on time to ensure that the performance review process proceeds smoothly. Please be advised that late submissions may cause delays in your review and compensation cycle.

For any questions or assistance with the performance review process, please contact the Human Resources Department at [Email Address] or [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,