# Marsham Court Hotel Appraisal Meeting Invitation



Date:………………………

Department:………………….

Dear ………………………………

I would like to invite you for your annual appraisal on the …………………………………………….at……………..

The appraisal is held every year to ensure everyone is one the same page and we can all work towards the same goal, overall as a hotel but more importantly for your personal career path.

As this meeting is about you please come prepared and fill out the attached paperwork prior to the meeting and hand back to your HOD 24 hours prior to the meeting.

The meeting is all about you and your expectations, plans, needs and requirements. Potential training and career progression can be discussed and we will also look at your file over the past year to see where you can improve on.

The meeting should not last more than 30 minutes and please ensure you are present 5 minutes before the start of your appraisal. Uniform is not required if you are not on duty.

Kind Regards,

HOD:………………….