



Below are examples of the 7-day automatic due date reminder email content that are sent to employees and supervisors. Content in green is updated depending on the current step of the evaluation cycle. Content in blue and underlined are hyperlinks. The 30 and 15-day reminder emails for other steps in the evaluation cycle are similar, with the key difference being identified in the line “you will not receive another reminder” line; as you will continue to receive reminders.

Employee

Subject:

Important: the [step name] step for your Performance Evaluation is due [due date as mm/dd/yyyy]

Body:

[employee first name]:

The [step name] step for your Performance Evaluation must be completed by [due date as mm/dd/yyyy].

You will not receive another reminder. Please complete your evaluation by the deadline.

Click [here](#) to access your evaluation.

Resources and contact information can be found at: [Performance Management Help](#).

(Please do not respond to this automatic notification.)

Supervisor

Subject:

Important: Action for the [step name] step for your performance reviews is due soon

Body:

[manager first name]:

The [step name] step for the following employees must be completed:

- [employee name] due: [due date as yyyy-mm-dd]
- [employee name] due: [due date as yyyy-mm-dd]
- [employee name] due: [due date as yyyy-mm-dd]

This is your final reminder. Please complete outstanding evaluations immediately.

Click [here](#) to access your evaluation documents for your team.

Resources and contact information can be found at: [Performance Management Help](#). (Please do not respond to this automatic notification.)