

Internal Job Posting: Skill Assessment Invitation

Dear [Employee's Name],

We are pleased to inform you that you have been shortlisted for the [Job Title] position within our team. As part of the selection process, we would like to invite you to participate in a skill assessment.

Details of the Assessment:

- **Date:** [Assessment Date]
- **Time:** [Assessment Time]
- **Location:** [Assessment Location]/**Virtual Link:** [Link]
- **Duration:** [Duration]

Please confirm your participation by replying to this email by [RSVP Deadline].

We look forward to seeing your skills in action!

Best regards,
[Your Name]
[Your Job Title]
[Company Name]