

# Skill Assessment Invitation for Job Promotion

Dear [Employee's Name],

We are pleased to inform you that you have been identified as a candidate for a potential promotion within [Company Name]. To ensure that you possess the necessary skills and competencies for the new role, we would like to invite you to participate in a skill assessment.

## Details of the Skill Assessment:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location] / **Format:** [In-person/Online]

We encourage you to prepare accordingly and showcase your skills during this assessment. If you have any questions or require further information, please do not hesitate to reach out.

Best regards,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]