

# Skill Assessment Invitation

Dear [Employee's Name],

We are pleased to invite you to participate in a skill assessment for your upcoming performance evaluation. This assessment is designed to evaluate your current skills and identify areas for professional growth.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location/Online Link]

Your participation is crucial to ensure an accurate evaluation of your performance. Please confirm your availability by [Insert RSVP Date].

We look forward to your valuable contributions during this assessment.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]