

Skill Assessment Invitation

Dear Team Member,

We are excited to invite you to participate in our upcoming skill assessment initiative. This assessment aims to identify areas of strength and opportunities for growth within our team.

Details of the Assessment:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location or specify if virtual]
- **Duration:** Approx. [Insert Duration]

Please confirm your participation by [Insert RSVP Date]. Your input is invaluable, and we look forward to your engagement in this process.

Thank you!

Best regards,
[Your Name]
[Your Position]