

New Employee Onboarding Assessment Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an onboarding assessment for our new employee, [Employee's Name], who joined the team on [Start Date].

The purpose of this assessment is to evaluate their integration into the team and progress on the training objectives outlined in their onboarding plan. Please include feedback on their performance, strengths, and areas for improvement.

We aim to conduct this assessment by [Assessment Due Date]. Your insights will be invaluable to ensuring [Employee's Name] has a successful start in their new role.

Thank you for your attention to this matter. Please let me know if you need any additional information.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]