

Employee Capabilities Assessment Inquiry

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Inquiry About Employee Capabilities Assessment

Dear [Manager's Name],

I hope this message finds you well. I am writing to inquire about the upcoming employee capabilities assessment process. As part of our ongoing commitment to professional development and team effectiveness, I believe it's essential to understand the criteria and tools that will be used during this assessment.

Specifically, I would like to know:

- What specific skills and competencies will be evaluated?
- How will the assessment results be utilized for employee development?
- When is the assessment scheduled to take place?
- Are there any preparatory materials or sessions available for employees?

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]