

# Employee Proficiency Assessment Inquiry

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Inquiry Regarding Employee Proficiency Assessment

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to inquire about the current status of the proficiency assessment for [Employee's Name]. As part of our ongoing commitment to professional development, I would like to understand how the assessment is progressing and if there are any areas where additional support may be required.

Furthermore, I am interested in the outcomes of the assessment process and any feedback that could be provided to both the employee and our team to enhance our overall performance.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]