

Request for Employee Skills Evaluation

To: [Evaluator's Name]

From: [Your Name]

Date: [Date]

Subject: Request for Skills Evaluation of [Employee's Name]

Dear [Evaluator's Name],

I hope this message finds you well. I am writing to formally request a skills evaluation for [Employee's Name], who is currently working as [Employee's Position] in our team.

As part of our ongoing development initiatives, I believe it is essential to assess [Employee's Name]'s skills in areas such as [specific skills or competencies]. This evaluation will help us understand their strengths and identify areas for potential growth.

Please let me know your availability for this evaluation, as well as any specific information you may need from my side to facilitate the process.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]