

Employee Talent Evaluation Request

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing commitment to employee development and performance assessment, we are conducting a talent evaluation for our team members.

Your insights and feedback are invaluable in helping us better understand each employee's strengths and areas for growth. We would greatly appreciate it if you could take a moment to evaluate [Employee's Name] based on the following criteria:

- Job performance
- Communication skills
- Team collaboration
- Problem-solving abilities
- Leadership potential

Please submit your feedback by [Deadline Date] to ensure it is included in the evaluation process. Your participation will help us foster a culture of continuous improvement and support our team's professional development.

Thank you for your attention to this important matter. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]