

Personnel Skill Review Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Personnel Skill Review

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a skill review for [Employee's Name] in regard to [briefly state the reason for the review, e.g., performance evaluation, project requirements, etc.].

As we continue to focus on enhancing our team's capabilities and ensuring optimal performance, I believe that a comprehensive review of [Employee's Name]'s skills in [specific areas of expertise] would be beneficial.

Could you please arrange a meeting at your earliest convenience to discuss this request further? I appreciate your attention to this matter and look forward to your feedback.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]