

Staff Competency Evaluation Request

Date: [Insert Date]

To: [Evaluator's Name]

From: [Your Name]

Subject: Staff Competency Evaluation Request for [Employee's Name]

Dear [Evaluator's Name],

I hope this message finds you well. I am writing to formally request your assistance in evaluating the competency of [Employee's Name], who is part of the [Department/Team Name]. As part of our commitment to continuous improvement and staff development, your insights would be invaluable.

The evaluation will focus on the following competencies:

- [Competency 1]
- [Competency 2]
- [Competency 3]

Please complete the evaluation by [Due Date] to ensure we can discuss the results in our upcoming performance review meeting. Feel free to reach out if you have any questions or need further information.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]