

Request for Staff Performance Skills Assessment

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Skills Assessment Request for [Employee's Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a performance skills assessment for [Employee's Name], who has been a member of our team since [Start Date]. Given the recent changes in our project requirements and the evolving nature of our team's goals, I believe that a comprehensive evaluation of [Employee's Name]'s skills would be beneficial.

The assessment would help us better understand [his/her/their] strengths and areas for improvement, enabling us to provide tailored support and development opportunities. I suggest that we focus on the following key skills:

- Technical Expertise
- Communication Skills
- Team Collaboration
- Problem Solving

Could we arrange for this assessment to be conducted by [Insert Proposed Date or Timeline]? I appreciate your attention to this matter and look forward to your feedback.

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]