

# Employee Skills Assessment Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Employee Skills Assessment

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a skills assessment for [Employee's Name / Team/Department] in order to evaluate their strengths and areas for development.

The assessment will help us identify specific skills and competencies that require enhancement and provide insights on how we can support their professional growth.

Please let me know if we can schedule a time to discuss this further and outline the process for conducting the assessment.

Thank you for considering this request. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]