

# Leadership Skills Assessment Letter

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Leadership Skills Assessment

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing development program, we are conducting a leadership skills assessment for our team members. This assessment aims to identify individual strengths and areas for improvement within our leadership capabilities.

Please take a moment to reflect on the following leadership competencies and provide your self-assessment:

- Communication Skills
- Decision-Making Ability
- Team Collaboration
- Innovation and Strategic Thinking
- Emotional Intelligence

After you complete your self-assessment, we will schedule a one-on-one meeting to discuss your insights and development opportunities.

Thank you for your commitment to personal and professional growth.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]