

# Team Assessment Heads-Up

Dear Team,

I hope this message finds you well. I am writing to inform you that we will be conducting our team assessment next week. This will be an opportunity for us to evaluate our progress, identify areas for improvement, and celebrate our successes.

**Date:** [Insert Date Here]

**Time:** [Insert Time Here]

**Location:** [Insert Location Here]

Please come prepared to share your insights and feedback. Your input is valuable and crucial for our team's growth.

Looking forward to our discussion!

Best regards,

[Your Name]

[Your Position]