

Competency Review Letter

Date: [Insert Date]

To: [Employee's Name]

Position: Insurance Representative

Department: [Department Name]

Dear [Employee's Name],

We are pleased to inform you that your competency review is scheduled for [insert date]. This review aims to assess your skills and performance in your role as an Insurance Representative and identify areas for professional development.

During this process, we will evaluate the following competencies:

- Knowledge of insurance products
- Customer service and communication skills
- Sales techniques and performance
- Compliance and regulatory adherence
- Problem-solving abilities

Please prepare for the review by reflecting on your accomplishments and challenges over the past review period. Additionally, consider specific examples that demonstrate your competencies in these areas. The review will include a discussion of your self-assessment, as well as feedback from supervisors and peers.

We believe that ongoing development is vital for your success and the success of our team. Should you have any questions about the review process, feel free to reach out to your manager.

We look forward to our discussion and your insights during the review.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]