

Talent Assessment Discussion

Date: [Insert Date]

Dear [Employee's Name],

I hope this message finds you well. I would like to invite you to a talent assessment discussion aimed at supporting your career growth within our organization.

During our meeting, we will cover the following key points:

- Review of your recent performance and accomplishments
- Identification of skills and strengths
- Areas for potential growth and development
- Opportunities for advancement within the company
- Setting career goals and creating an action plan

Please let me know your availability for the coming week so we can schedule a suitable time to meet.

Looking forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Company]