

# Individual Assessment Introduction

Dear [Recipient's Name],

I hope this message finds you well. I am writing to introduce the upcoming individual assessment that is scheduled for [Date]. This assessment is designed to evaluate [specific skills, knowledge, or competencies].

All participants will be expected to demonstrate [mention key criteria or components of the assessment]. It is important that each individual prepares adequately to ensure a comprehensive evaluation.

Further details regarding the assessment format and expectations will be provided in due course. Please feel free to reach out if you have any questions or need clarification.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]