**ITRANS EMAIL TEMPLATE**

**Subject: Invitation to Complete Competency Gap Assessment (CGA) for the [Programme Name]**

**Dear Sir / Madam,**

**[Company Name] through the Human Resource Department has introduced the [Programme Name] to ensure that the development and training of our Executives are systematically and effectively implemented. [Consulting Firm Name] has been appointed by [Company Name] to design, develop, and implement the programme.**

**As part of the programme initiatives to gauge the participants' current competency and gap level, we would like to seek cooperation and assistance from the superiors and the participants to complete the Competency Gap Assessment (CGA).**

1. **The superiors will be evaluating the staff under their supervision who are participating in this [Programme Name].**
2. **The staff who are participating in this [Programme Name] need to self-evaluate themselves based on the competency listing.**

**As a reminder, this assessment is not related to performance appraisal, promotion, or salary increment. It is solely focused on the competence development and training requirements of each participant. Kindly respond with honesty and sincerity.**

**Name: [Example Name]  
ID: [ExampleID12345]  
Password: [ExamplePassword123]  
Link:** [**https://examplelink.com**](https://examplelink.com)

**Please complete and return the assessment by [Deadline Date]. Each assessment will only take around 10 minutes to complete.**

**If you have any problems with the assessments, please do not hesitate to contact the i-Trans administrator, [Admin Name] at (+60123456789 / admin@example.com) or [Another Admin Name] (+60198765432 / admin2@example.com).**

**Thank you.**

**\*RED = System Auto Generated**

**\*BLUE = Replace Require Based on Discussion**