**Readiness Assessment Email Template- Directors, Managers, Leads, End User**

Email Subject: Participate in [Project Name] Change Readiness Assessment

We are preparing for the upcoming [Project Name] and are conducting a Change Readiness Assessment to ensure our organization is fully aligned and prepared for the transition. Your insights and participation would greatly enhance our readiness strategy and contribute significantly to the project's success.

This assessment serves as a platform for:

* Sharing detailed information about [Project Name], which may address any questions or concerns you may have.
* Understanding your perspective on success factors, potential resistance, and valuable learnings from past initiatives.

Can you please let me know of a time that works best for you to conduct this assessment.

Thank you in advance for your time and contribution.