

To jennifer@xyzcompany.com



Re: Starting skip level 1 on 1s with your team

Hi Jennifer,

I wanted to let you know I'm starting something new. Occasionally, I will do skip-level 1 on 1 meetings with your team members to get a pulse on strategy, build relationships, and understand your team members' perspectives.

From these conversations, you may hear new feedback or questions from your team members. That's healthy and to be expected. I'll also share any patterns or common feedback I hear that's relevant to you.

Most importantly, these meetings are to help everyone in our organization work more effectively. I am not going behind your back to second-guess your work nor undermine your leadership.

Let's plan to discuss this more in our next 1 on 1 together.

Thanks

Jason

...

Send    Send later    Remind me



# Sample Skip Level Meeting Invitation Letter

**Paul Siegel**



**Sample Skip Level Meeting Invitation Letter:**

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