

Invitation for Skill Assessment

Dear [Candidate Name],

We are pleased to inform you that you have been shortlisted for the next stage of our recruitment process at [Company Name]. We would like to invite you to participate in a skill assessment to further evaluate your qualifications for the [Job Title] position.

Details of the Skill Assessment:

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location or specify if it's online]
- Duration: [Insert Duration]

Please confirm your availability for the assessment by responding to this email by [RSVP Date]. If you have any questions or require further information, feel free to reach out.

We look forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]