

Candidate Pre-Screening Assessment

Date: [Insert Date]

Candidate Name: [Insert Candidate Name]

Position Applied: [Insert Position]

Dear [Candidate Name],

Thank you for applying for the [Insert Position] at [Insert Company Name]. As part of our recruitment process, we would like to conduct a pre-screening assessment to better understand your qualifications and fit for the role.

Assessment Details:

- **Date and Time:** [Insert Date and Time]
- **Format:** [Insert Format, e.g., phone, video, in-person]
- **Duration:** Approximately [Insert Duration]

Please confirm your availability for the scheduled time. If you have any conflicts, let us know, and we will do our best to accommodate you.

We look forward to speaking with you soon.

Best Regards,

[Your Name]

[Your Title]

[Insert Company Name]

[Contact Information]