

# Candidate Skills Examination Notification

Date: [Insert Date]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected to participate in the skills examination for the position of [Job Title] at [Company Name]. This examination will allow us to assess your qualifications and competencies relevant to the role.

## Details of the Examination:

- **Date:** [Insert Examination Date]
- **Time:** [Insert Examination Time]
- **Location:** [Insert Examination Location]
- **Duration:** [Insert Duration]

Please arrive at least 15 minutes early and bring a valid form of identification. We recommend that you prepare by reviewing relevant materials and practicing any applicable skills.

We look forward to seeing you and wish you the best of luck!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]