

Notification of Next Steps in Hiring Process

Dear [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time you took to interview with us.

We are pleased to inform you that you have been selected to move forward to the next stage of our hiring process. The next steps are as follows:

1. **Second Interview:** You will be invited to attend a second interview with our team. Please let us know your availability for the week of [Date].
2. **Assessment Task:** You will be required to complete a short assessment task. It will be sent to you via email within the next few days.

Please do not hesitate to reach out if you have any questions regarding the process.

Looking forward to your response.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]