Subject: Interview Assignment for [Position Title] - [Company Name]

Dear [Candidate's Name],

We hope this email finds you well. Thank you for your interest in the [Position Title] role at [Company Name]. We are pleased to inform you that you have been shortlisted for the next step in our hiring process, which includes an interview assignment.

As part of our evaluation process, we would like to assess your skills and abilities through a practical assignment. The assignment is designed to test your expertise and provide us with insight into your capabilities for the [Position Title] role.

Please find the details of the interview assignment below:

Assignment Title: [Title of the Assignment] Deadline: [Deadline for Submission] Submission Method: [Method for Submitting the Assignment, e.g., email, online portal, etc.] Instructions: [Clear and Concise Instructions for Completing the Assignment]

We recommend reviewing the assignment instructions thoroughly and dedicating sufficient time and effort to complete it. The assignment will be an opportunity for you to showcase your skills and demonstrate how you can contribute to our team.

If you have any questions or need clarifications on the assignment, please feel free to reach out to [Contact Person's Name] at [Contact Person's Email/Phone Number]. We are here to support you throughout the process.

We look forward to reviewing your completed assignment and discussing it further in our upcoming interview. We appreciate your time and effort in this process and look forward to getting to know you better.

Best regards,

[Your Name] [Your Title] [Company Name]