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

Dear [Candidate's Name],

Congratulations! We are pleased to inform you that you have been shortlisted for the next stage in our hiring process, which includes an interview assignment. We appreciate the time and effort you have invested in your application for the [Position Title] role at [Company Name].

As part of our assessment process, we would like to evaluate your skills and abilities through a practical assignment. The assignment is designed to gauge your expertise and provide us with insights 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]

The assignment will require you to demonstrate your knowledge and skills in [specific area or task]. We encourage you to review the assignment instructions thoroughly and allocate sufficient time to complete it to the best of your abilities.

We understand that you may have questions or require clarifications on the assignment. Please feel free to reach out to [Contact Person's Name] at [Contact Person's Email/Phone Number] for any assistance. We are here to support you throughout the process.

Once you have completed the assignment, please submit it by the deadline mentioned above. We will review your submission and discuss it further in our upcoming interview. We are excited to see your capabilities and learn more about your qualifications for the [Position Title] role.

Thank you for your continued interest in joining our team. We appreciate your dedication and look forward to the next steps in our hiring process.

Best regards,

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