

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your application for the position of [Job Title]. We are pleased to invite you to the next stage of our selection process, which includes a practical skills assessment followed by a formal interview.

Appointment Details:

- **Date:** [Date]
- **Time:** [Start Time]
- **Location:** [Office Address / Online Link]
- **Estimated Duration:** [Total Duration]

Schedule:

1. **Practical Skills Assessment ([Duration]):** You will be required to complete a task related to [Specific Skill/Software]. [Mention if they need to bring a laptop or tools].
2. **Interview ([Duration]):** You will meet with [Interviewer Names/Titles] to discuss your experience and assessment results.

Please bring a valid form of identification and a printed copy of your resume. If you have a portfolio of your previous work, please feel free to bring it as well.

Please confirm your attendance by replying to this email or calling [Phone Number] by [Deadline Date/Time]. If you have any specific requirements or need reasonable adjustments for the assessment, please let us know in advance.

We look forward to meeting you.

Sincerely,

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