

Dear [Candidate Name],

Congratulations! We are pleased to invite you to the next stage of our recruitment process for the Customer Support Representative position.

We would like to invite you to attend our Assessment Center. This session will involve group exercises, a role-play scenario, and a brief written test to evaluate your communication and problem-solving skills.

**Event Details:**

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location:** [Insert Full Address / Online Meeting Link]
- **Contact Person:** [Insert Name]

**What to prepare:**

- Please have a copy of your ID ready.
- Ensure you have a stable internet connection (if virtual).
- No specific prior study is required, but we recommend reviewing our product pages.

Please confirm your attendance by replying to this email by [Insert Deadline Date/Time].

We look forward to meeting you.

Best regards,

[Your Name]

[Your Title]

[Company Name]