

Subject: Invitation to Group Assessment Center - [Company Name] - [Job Title]

Dear [Candidate Name],

Thank you for your interest in the Sales Professional position at [Company Name]. Following your initial application, we are pleased to invite you to the next stage of our selection process: a Group Assessment Center.

This session is designed to observe your sales approach, communication skills, and teamwork through a series of practical exercises and group discussions.

**Assessment Details:**

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Physical Address / Online Meeting Link]
- **Contact Person:** [Name of Coordinator]

**What to Expect:**

- Company Presentation and Team Introduction
- Group Problem-Solving Exercise
- Individual Sales Pitch / Role Play
- Q&A Session

**Preparation:**

Please bring a copy of your CV and a form of photo ID. [Optional: Mention any specific preparation, such as "Please prepare a 2-minute pitch for a product of your choice"].

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

We look forward to meeting you and seeing your sales skills in action.

Best regards,

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