

Dear [Candidate Name],

Congratulations on reaching the next stage of our selection process for the [Job Title] position.

We are pleased to invite you to attend a Senior Management Group Assessment Center. This session is designed to evaluate leadership competencies, strategic thinking, and decision-making capabilities through a series of individual and group exercises.

Assessment Details:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location:** [Insert Full Address or Virtual Link]
- **Facilitators:** [Insert Names/Titles of Assessors]

Agenda:

- Welcome and Leadership Briefing
- Timed Strategic Case Study
- Group Simulation Exercise
- Competency-Based Leadership Interview

Preparation:

[Insert details regarding any pre-work, presentations to prepare, or required identification/documents].

Please confirm your attendance by replying to this email or contacting [Contact Person Name] at [Phone Number/Email] no later than [RSVP Date]. If you require any specific adjustments or accommodations for the day, please let us know in your response.

We look forward to meeting you and discussing your potential fit within our senior leadership team.

Best regards,

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