

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

[Date]

Dear [Candidate Name],

Thank you for your interest in the Recruitment Consultant position at [Company Name]. We were impressed with your initial interview and would like to invite you to the next stage of our selection process.

As part of our evaluation, we request that you complete a Case Study Assessment. This exercise is designed to simulate a real-world recruitment scenario and will allow you to demonstrate your sourcing strategies, candidate screening techniques, and client management skills.

Assessment Details:

- **Task:** [Briefly describe the task, e.g., Create a 360-degree recruitment plan for a Senior Java Developer role].
- **Format:** [e.g., PDF Document, PowerPoint Presentation, or Written Response].
- **Deadline:** Please submit your completed assessment by [Time] on [Date].

Instructions:

[Insert specific instructions or attach the case study brief here].

Your submission will be reviewed by our hiring panel, and successful candidates will be invited for a follow-up presentation or final interview. Please confirm receipt of this email and let us know if you have any questions regarding the requirements.

We look forward to seeing your approach to this challenge.

Best regards,

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