

Subject: Case Study Invitation: [Position Name] - [Candidate Name]

Dear [Candidate Name],

Thank you for your interest in the [Position Name] role at [Company Name]. We enjoyed our initial conversation and would like to invite you to the next stage of our hiring process: a Talent Acquisition Case Study.

**The Objective:**

This exercise is designed to give us insight into your strategic thinking, problem-solving skills, and approach to recruitment challenges specific to our industry.

**The Task:**

[Briefly describe the task, e.g., Create a 6-month hiring plan for our engineering department / Design a diversity sourcing strategy for a niche role].

**Submission Instructions:**

Please find the detailed case study brief attached to this email. You are requested to submit your findings in [Format, e.g., PDF/PowerPoint] by [Date] at [Time].

**Presentation Meeting:**

Following your submission, we would like to schedule a [Duration, e.g., 45-minute] video call to discuss your proposal. During this call, you will present your findings to [Interviewer Names/Titles].

Please let us know your availability for the presentation during the following windows:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

If you have any questions regarding the instructions, please feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Company Name]