

Date: [Insert Date]

Subject: Language Proficiency Assessment for [Position Name]

Dear [Candidate Name],

Thank you for your interest in the [Position Name] role at [Company Name].

As this position requires fluency in [Language 1] and [Language 2], we would like to invite you to a language proficiency assessment interview. This session will evaluate your verbal and written communication skills in these specific languages to ensure they meet our operational requirements.

Interview Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Format:** [Online Video Call / In-Person]
- **Link/Location:** [Insert Link or Office Address]
- **Interviewer(s):** [Insert Names/Titles]

The assessment will take approximately [Number] minutes and will consist of a conversational interview and a brief translation or writing task.

Please confirm your availability by [Insert Deadline]. If you have any questions or need to reschedule, please contact us at [Insert Phone Number/Email].

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]