

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Confirmation of Group Assessment and On-Site Interview

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We are pleased to invite you to participate in a group assessment and on-site interview.

The details of your session are as follows:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Office Address/Room Number]
- **Contact Person:** [Host Name]

The session will include a group activity designed to evaluate teamwork and problem-solving skills, followed by an individual interview with our hiring team. Please arrive 15 minutes early and bring a valid photo ID for security check-in.

What to bring:

- Three printed copies of your updated resume
- A notepad and pen
- [Additional Requirements, e.g., Portfolio]

Please confirm your attendance by replying to this email or calling [Phone Number] by [Deadline Date/Time]. If you require any specific accommodations for the assessment, please let us know in advance.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]