

Template for assignment email to candidates

Email subject line: Assignment for the position of [Job title]

Dear [Candidate Name]

Thank you once again for applying for the position of [Job title]. As part of our hiring process, we have decided to send assignments to talented candidates such as yourself!

In the attachment, you will find the assignment along with detailed instructions about completing and submitting it. Kindly read and follow the instructions in order to complete it successfully.

I wish you to understand that there are no right or wrong answers in this assignment. It mostly consists of situations relevant to the position being offered, and we want to evaluate your behaviour when facing situations like that during the course of your work here.

Kindly note that the due date to return the assignment is [Due Date].

If you have any questions or doubts about the assignment, don't hesitate to ask! Feel free to contact me here. Wishing you the very best with the assignment, and I am looking forward to reading your insights on the situations.

[Your name]

[Email Signature]

Email template for notifying candidates about the receipt of assignment

Dear [Candidate Name],

Thank you for completing and sending over the assignment within the defined timeframe. I hope you have followed all the instructions.

Our team will review and evaluate your answers. Once it is done, we will get back to you with detailed feedback and any further information we may have. I hope your insights help us understand you better and moves you forward with the hiring process.

Wishing you a good day, and please don't hesitate to contact us with any doubts you may have!

[Your name]

[Signature]