Email subject line: Assignment for the [*Job\_title*] position

Hi [*Candidate\_Name*] / Dear [*Candidate\_Name*],

Please find attached an assignment as part of our interview process. I’m also attaching some instructions to help you complete the assignment.

Keep in mind that there are no ‘right answers.’ This assignment is designed is to gauge your skills and give us an idea of how you approach tasks relevant to the [*Job\_Title*] role.

It would be great if you could send this over to us [*within X time frame or by Y date*]. Please do not hesitate to get in touch if you have any questions.

Best of luck with the assignment,

[*Your name*]

[*Signature*]

[*When you receive the assignmen*t]

Hi [*Candidate\_Name*] / Dear [*Candidate\_Name*],

Thank you for completing the assignment. Our team will review it and get back to you with feedback as soon as possible.

I hope you enjoy your day,

[*Your name*]

[*Signature*]