**Sample Email**   
Please fill out the text below in red, and then copy and paste it to a new email.

**Title:** (Your company name) Assessment to be completed

Dear (firstname),

You have been invited to complete the following assessments.

1. **Numeracy**Assessment will test your ability to work with numbers.
2. **Literacy**Assessment to test your ability read and sort alphabetically.
3. **Proof Checking**Assessment to test your ability to compare sentences to the original text.
4. **Workplace Preferences**Assessment to profile your work preferences in a workplace setting.

This assessment has 4 sections, and you have 20 minutes to complete.

Please complete by {insert deadlines date and time}.

To commence your assessment please [Click Here](https://s.surveyanyplace.com/kotojblk)

You will be presented with example questions prior to your timed assessment.

Regards,

(insert company logo, footer and/or contact details)