**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.  
Please complete all assessment by {insert deadlines date and time}.  
Please note these assessments do not need to be completed in one sitting.

**Behavioural Profile**  
This assessment helps us understand your workplace preferences.  
This assessment has 45 questions and will take about 15 minutes to complete.  
Please note this is not a timed assessment.  
To commence your Behavioural assessment please [Click Here](https://s.surveyanyplace.com/vqypoleo)

**Verbal Reasoning**  
This assessment will evaluate your Verbal Reasoning ability. You will be required to read and understand a series of articles.  
This assessment has 20 questions, and you have 25 minutes to complete.  
To commence your Verbal assessment please [Click Here](https://s.surveyanyplace.com/fezzmfyw)

**Numerical Reasoning**  
This assessment will evaluate your Numerical Reasoning ability. You will be required to make a series of calculations.  
This assessment has 20 questions, and you have 25 minutes to complete.  
To commence your Numerical assessment please [Click Here](https://s.surveyanyplace.com/jgcydzgt)

**Inductive Reasoning**  
This assessment will evaluate your ability to identify the similarities and differences between a series of objects.    
This assessment has 22 questions, and you have 25 minutes to complete.  
To commence your Indictive Reasoning assessment please [Click Here](https://s.surveyanyplace.com/udhbmvme)

Regards,

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