

Job Interview Scheduling Letter

Dear [REDACTED],

We are pleased to inform you that you have been shortlisted for an interview for the position of [REDACTED] at [REDACTED].

We would like to schedule your interview on [REDACTED] at [REDACTED]. The interview will take place at [REDACTED].

Please confirm your availability by replying to this letter or contacting us at [REDACTED].

We look forward to meeting you.

Sincerely,

[REDACTED]
[REDACTED]
[REDACTED]