

Interview Call Letter

Date:

To,

Subject: Interview Call Letter

Dear ,

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

Please find the interview details below:

Date:

Time:

Venue:

Please bring the following documents:

1. Updated Resume
2. Photo ID Proof
3. Educational Certificates
4. Any other relevant documents

We look forward to meeting you.

Best regards,