

Rights Notification with Interview Opportunity

Date:

To:

From:

Subject: Rights Notification and Interview Opportunity

Dear ,

This letter is to formally inform you of your rights in relation to the ongoing inquiry. You have the right to:

- Be informed of the nature and reason for the inquiry
- Present evidence or explanations on your behalf
- Be accompanied by a representative during the interview
- Request clarification regarding any part of this process

You are hereby offered the opportunity to attend an interview to present your account and any supporting documents.

Interview Date:

Interview Time:

Interview Location:

Please confirm your attendance by replying to this notice within days. If you have any questions or require further information, please contact us at .

Sincerely,

Position:

Received by:

Name:

Signature:

Date: