

# Notice of Interview Appointment

Date:

To:

Dear ,

We are pleased to inform you that you have been shortlisted for an interview with our company. Please find the details of your interview appointment below:

- Position Applied For:
- Date of Interview:
- Time:
- Venue:
- Interviewer:

Please bring your updated resume and any necessary documents required for the interview.  
Kindly confirm your attendance by replying to this notice.

Sincerely,