

Interview Attendance Notice

Dear **Applicant Name**,

We are pleased to inform you that you have been shortlisted for an interview for the position of **Job Title** at our company.

Interview Details:

Date: _____

Time: _____

Venue: _____

Please confirm your attendance by completing the form below:

Full Name:

Email Address:

Will you attend the interview?

Yes No

If you require any further information, please contact us at _____.

Sincerely,

HR Department

Company Name