

Interview Invitation Letter

Date:

To,

Dear ,

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

Your interview has been scheduled as follows:

- Date:
- Time:
- Venue:
- Contact Person:

Please bring a copy of your resume and any other relevant documents. If you have any questions or need to reschedule, please contact us at .

We look forward to meeting you.

Sincerely,