

Interview Appointment Letter

Dear [Applicant Name],

We are pleased to inform you that you have been selected for an interview for the position of [Job Title] at [Company Name]. Your application was impressive and your qualifications and experience meet the requirements for the position.

The interview will take place on [Date] at [Time] at [Location]. Please arrive 10-15 minutes early to allow time for parking and check-in at the reception. The interview process is expected to last for approximately [Duration].

During the interview, you will meet with [Interviewer Name(s)] to discuss your qualifications, experience, and suitability for the position. You will also have an opportunity to learn more about the company and the role.

Please bring a copy of your resume and any relevant supporting documents with you to the interview. Dress appropriately in business attire to make a good impression.

If the scheduled time or date is not convenient for you, please inform us as soon as possible, and we will try to arrange an alternative time that suits both parties.

We look forward to meeting with you and discussing your application further. If you have any questions or concerns, please do not hesitate to contact us.

Best regards,

[Your Name]

[Company Name]