

Formal Interview Appointment Letter

Subject: Invitation for Interview “ [Position Title]

Dear [Candidate's Name],

We are pleased to inform you that you have been shortlisted for an interview for the position of [Position Title] at [Company Name]. The interview has been scheduled as follows:

Date: [Interview Date]

Time: [Interview Time]

Location: [Interview Venue]

Please bring along your updated resume, identification documents, and any relevant certificates.

The interview panel will consist of [Interviewers' Names and Positions].

Kindly confirm your availability by replying to this letter or contacting us at [Contact Information]. We look forward to meeting you in person.

Sincerely,

[Your Full Name]

[Your Position]

[Company/Organization Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/interview-appointment-invitation-schedule-letter>