

Professional Interview Appointment Letter

Subject: Interview Invitation for [Job Title] Position

Dear [Candidate Name],

We are pleased to inform you that you have been shortlisted for the [Job Title] position at [Company Name]. We would like to invite you for an interview to discuss your qualifications and experience in more detail.

Your interview is scheduled for [Date] at [Time], at [Location]. Please bring a copy of your resume and any other supporting documents.

Kindly confirm your attendance by replying to this email at your earliest convenience.

We look forward to meeting you.

Best regards,

[Sender Name]

[Job Title]

[Company Name]

[Contact Information]

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