

Formal Official Interview Letter

Subject: Official Interview Schedule Notification

Dear [Candidate Name],

This letter serves as an official notification that you have been selected for an interview for the [Job Title] position at [Company Name].

Interview Details:

Date: [Date]

Time: [Time]

Venue: [Location]

Please carry the necessary documents including your resume, educational certificates, and identity proof. Confirm receipt of this letter to ensure your attendance.

Sincerely,

[Sender Name]

[Job Title]

[Company Name]

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