

Letter inviting candidate for an interview

Subject: Interview Appointment for [Position]

Dear [Candidate Name],

We are pleased to invite you for an interview for the position of [Position] at [Company Name].

The interview is scheduled on [date] at [time] at our office located at [address].

Please confirm your attendance and bring the necessary documents, including your resume and identification. We look forward to meeting you.

Regards,

[HR Manager Name]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/meeting-appointment-letter>