

LOGO

Your Address
Your Tel

Number

[Date]

Dear [Name]

Re: Vacancy for [position title]

Thank you for your application for the above position.

I would be grateful if you could attend an interview:

At [Address].

On [Date].

At [Time].

The interview will be with [name and job title of interviewer(s)]. Upon arrival at reception please ask for [name of interviewer or other person]

The interview is scheduled to last approximately [state duration] and will take the form of [short description of format of interview].

Please can you bring along the following documentation to the interview: [state what documents you want the candidate to bring e.g. proof of ID, certificates etc]

Prior to the interview we will be contacting your references as given on your application form. If you have stated that you do not wish us to contact your current employer, this reference will not be taken up unless you are successful at interview.

Please contact [name of contact] on [telephone number] to confirm your attendance at the interview. If you have a disability and require any special arrangements to assist you at the interview, please let [me/name of contact] know.

A map showing the location of the interview venue is included.

[I/We] look forward to meeting you.

Yours sincerely

LOGO

[Name]

[Position / Job Title]