

Invitation Letter for Face-to-Face Interview

Dear [Candidate Name],

Thank you for applying for the position of **[Job Title]** at **[Company Name]**. We have reviewed your application and are pleased to invite you for a face-to-face interview with our team.

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Full Address]
- **Contact Person:** [Name and Position]
- **Contact Number:** [Phone Number]

Please bring the following documents with you to the interview:

- Updated resume/CV
- Valid identification
- Relevant certificates or transcripts
- Other supporting documents (if applicable)

Kindly reply to this email to confirm your attendance or inform us if you need to reschedule. If you have any questions or require further information, please feel free to contact us.

We look forward to meeting you and discussing how you can contribute to our team.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Email Address]

[Phone Number]