

Invitation Letter for Job Interview Sample for Fresh Graduates

An **invitation letter for job interview sample for fresh graduates** serves as a formal communication from an employer inviting recent graduates to participate in the interview process. This letter typically includes essential details such as the interview date, time, location, and any necessary documents to bring along. It aims to provide clear instructions and a professional tone to ensure candidates are well-prepared and feel welcomed. Such samples help fresh graduates understand the format and expectations of interview invitations, boosting their confidence in responding positively and making a strong impression during the hiring process.

Sample Invitation Letter

Subject: Invitation to Interview â€“ [Position Title] at [Company Name]

Dear [Candidate's Name],

Congratulations! We are pleased to inform you that your application for the position of **[Position Title]** at **[Company Name]** has been shortlisted. We would like to invite you to attend an interview as the next step in our hiring process.

Interview Details:

- **Date:** [Interview Date]
- **Time:** [Interview Time]
- **Location:** [Interview Venue/Online Platform]

Please bring the following documents:

- Updated Resume/CV
- Academic Certificates and Transcript
- Valid Photo ID
- Any other relevant documents

Kindly reply to this email to confirm your availability for the interview.

If you have any questions or need further assistance, feel free to contact us at [Contact Information].

We look forward to meeting you and wish you the best of luck.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Number]

[Email Address]