

Date: [Insert Date]

Dear [Candidate Name],

We are pleased to inform you that you have been shortlisted for the next stage of our recruitment process. We would like to invite you to participate in a group interview for the position of **[Job Title]** at **[Company Name]**.

Below are the details of your assigned group interview schedule:

- **Date:** [Interview Date]
- **Time:** [Interview Start Time] – [Interview End Time]
- **Venue:** [Interview Location/Address]
- **Assigned Group:** [Group Number/Name]

**Agenda:**

1. Introduction and welcome
2. Company overview
3. Group exercise/discussion
4. Individual presentations (if applicable)
5. Q&A session
6. Conclusion and next steps

Please ensure that you arrive at least 15 minutes prior to your scheduled time for registration. Kindly bring an updated copy of your resume/CV and valid identification for verification purposes.

To confirm your attendance, reply to this email by [RSVP Deadline Date]. Should you have any questions or require further information, feel free to contact us at [Contact Email/Phone Number].

We look forward to meeting you and wish you the best of luck in the next stage of our selection process.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]