

HR Job Interview Invitation Letter Format (with Exact Date and Time)

[Your Company Letterhead]

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, ZIP Code]

Dear [Candidate's Name],

Thank you for your interest in the position of [Job Title] at [Company Name]. We are pleased to inform you that you have been shortlisted for an interview with our Human Resources team.

Interview Details:

Date: [Insert Interview Date]

Time: [Insert Interview Time] [AM/PM]

Mode: [In-person/Virtually via (Platform Name)]

Location: [Insert Address or Online Meeting Link]

Interviewer's Name: [Insert Name and Position]

Please bring along [documents to bring, e.g., updated resume, identification, portfolio, etc.], and be prepared to discuss your qualifications and experience in detail.

If you have any questions or require further information, feel free to contact us at [HR Contact Email/Phone Number]. Kindly confirm your attendance by replying to this email/letter at your earliest convenience.

We look forward to meeting you and discussing your suitability for the position.

Sincerely,

[HR Representative's Name]

[HR Representative's Position]

[Company Name]

[Contact Information]