

HR Invitation Letter for Face to Face Job Interview Sample

Date: [Insert Date]

Dear [Candidate Name],

Thank you for your application for the position of **[Job Title]** at **[Company Name]**. We have reviewed your credentials and are pleased to inform you that you have been shortlisted for a face-to-face interview.

Interview Details:

- **Date:** [Insert Interview Date]
- **Time:** [Insert Interview Time]
- **Venue:** [Insert Interview Venue/Address]
- **Contact Person:** [Insert HR Contact Name & Phone]

During the interview, you will meet with members of our HR team and the hiring manager. Please bring along a copy of your updated resume, any relevant portfolio or certifications, and a valid photo ID for verification.

Kindly confirm your availability by replying to this email or contacting us at [HR Contact Email/Phone] by [Confirmation Deadline].

We look forward to meeting you and learning more about your qualifications and experiences.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Details]