

Invitation Letter for Technical Job Interview - Sample

Dear [Candidate Name],

Thank you for applying for the position of [Job Title] at [Company Name]. We were impressed with your background and would like to invite you to participate in a technical interview as the next step in our recruitment process.

Interview Details:

Date: [Interview Date]

Time: [Interview Time]

Location: [Interview Address or Video Call Link]

Interviewer(s): [Name(s) and Position(s)]

Please bring the following documents to the interview:

- Updated resume/CV
- Portfolio or examples of previous technical work (if applicable)
- Valid identification
- Any supporting certificates or credentials

The technical interview will focus on assessing your skills in [Specific Technologies/Skills] and your problem-solving approach. You may be asked to complete a technical task or case study, so we recommend preparing accordingly.

Kindly confirm your availability by replying to this email or contacting us at [\[Contact Email\]](#). If you have any questions or require further assistance, feel free to reach out.

We look forward to meeting you.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]