

Official Interview Invitation Letter

[Your Company Letterhead]

Date: [Insert Date]

Candidate Name: [Insert Candidate Name]

Address: [Insert Candidate Address or Email]

Dear [Candidate Name],

We are pleased to inform you that you have been shortlisted for an interview for the position of **[Job Title]** at **[Company Name]**. We would like to invite you to participate in the interview process, the details of which are as follows:

Interview Details

- **Date:** [Insert Interview Date]
- **Time:** [Insert Interview Time]
- **Location:** [Insert Full Address/Online Meeting Link]
- **Interview Format:** [e.g., In-person/Virtual/Panel Interview]
- **Interviewers:** [Names & Titles of Interviewers]

Agenda & Schedule

Time	Activity	Details
[e.g., 10:00 am - 10:15 am]	Welcome and Introduction	Meet with HR representative to review the schedule and company background
[e.g., 10:15 am - 11:00 am]	Technical Interview	Discussion on technical skills and job-related competencies
[e.g., 11:00 am - 11:30 am]	Behavioral Interview	Situational questions and discussion with panel
[e.g., 11:30 am - 11:45 am]	Q&A Session	Open floor for your questions about the company or role
[e.g., 11:45 am - 12:00 pm]	Closing	Feedback and next steps explained

Preparation Instructions

- Please bring a copy of your resume and any relevant documents (e.g., portfolio, certificates).
- Prepare to discuss your experience and suitability for the role.
- If attending virtually, ensure you have a reliable internet connection and a quiet space.
- Dress code: [Insert Dress Code, e.g., Business Formal/Smart Casual]

Should you have any questions or require further information, please do not hesitate to contact [Contact Person Name] at [Contact Email/Phone Number].

Kindly confirm your attendance by replying to this email by [RSVP Deadline].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number/Email Address]