

*Your Company Address*

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*Applicants Name and Address*

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.....  
.....

*Date .....*

Dear *(candidate's name)*

I refer to your application for the post of *(job title)* with *(your company name)*. I am pleased to inform you that you have been selected to attend for interview, as detailed below.

- (Date of the interview)*
- (Enter the time of the interview)*
- (Location of the interview)*
- (Directions to the interview – you may wish to enclose a map)*

The interview will consist of the following elements and will last approximately *(?)* minutes:

- (Details of the interview format and any other tests)*

Please bring the following to the interview

- (Any references or documents you would like to see)*
- (Any equipment or clothing necessary for tests)*

Please contact me as soon as possible on *(Your Telephone Number)* to confirm your attendance or to inform me of any special access requirements you may have. If this date or time is not convenient, please advise us as soon as possible, in order that we may make alternative arrangements

Yours sincerely

*(Your Signature)*

*(Your Name and Title – printed)*