**Invitation to job interview letter template**

**Private and confidential**

*[insert date]*

*[insert name]*

*[insert address]*

Dear *[insert name],*

**Invitation to an interview**

I refer to your recent application for the position of *[insert job title].*

I am pleased to advise you have been shortlisted for an interview. The interview will be held on *[insert date]* at *[insert time]* at *[insert address].* You will be interviewed by *[insert name/names]*. Please ask for *[insert name]* on arrival at the reception.

*[or, alternatively, you may decide to conduct the interview via a video platform such as Teams, Zoom]*

The interview will be conducted online by *[insert name/names]* and can be accessed via the following video meeting link, *[insert link].*

Please contact me by email at *[insert email address]* or by telephone on *[insert number]* to confirm you can attend the interview at the above date and time.

Please let me know if you have any specific needs and require any adjustments to be made at the interview.

We look forward to meeting you.

Yours sincerely,

*[insert name] [insert job title]*