**Invite to Interview**

**Template**

A picture containing background pattern

Description automatically generated

[INSERT DATE]

Private and Confidential

[INSERT NAME]

[EMAIL ADDRESS ]

Delivered via email

Re: Interview

Dear [INSERT NAME],

Further to our screening phone call, I would like to invite you to an interview. The interview will take a total of X minutes.

Role: [INSERT TITLE]

Date: [INSERT DATE]

Time: [INSERT TIME]

Interviewers:

[INSERT NAME], [INSERT TITLE]

[INSERT NAME], [INSERT TITLE]

[INSERT NAME], [INSERT TITLE]

Location: [INSERT LOCATION]

Type of interview: Review of CV and competency-based questions.

After the interview you will get to meet some of the staff team and be given a tour of the business.

If you need to cancel, I kindly ask that you do this in advance, to facilitate our diary in the office.

If you have any questions, please do not hesitate to contact me directly in the office on [INSERT NUMBER] or via email.

Warm regards,

[INSERT NAME]

[INSERT TITLE]