

Date



Name

Address

City, State, ZIP Code

Dear [Name of Addressee];

This letter is to inform you that we have received your application for the role of [position applied for] in our company. Thus, we would like to appoint you for an interview on [date] at [time]. Please bring with you the documents and other necessities as mentioned earlier.

We expect your presence on the given date, however, if there is any problem regarding the appointment, please contact me so that we may arrange another date for your interview. Unconfirmed interviews and subsequent cancellations without informing us prior to your assigned date will lead to the dismissal of your application.

We hope to hear from you soon.

Sincerely,

[Name and Signature]

Title

Name of Company