**Interview Call Letter Format**

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| [Name of the Employee] [Address]  Re: Interview for Office Manager Position at Company  Dear [Employee Name],  Thank you for your application for the [Job Title] position at [Company Name]. We were impressed by your background. Your qualifications make you an excellent candidate for this role. I would like to invite you to a face-to-face interview at our office.  During the interview, you will have the chance to learn more about the role and develop a deeper understanding of our company’s objectives. On our end, we want to understand your career goals and professional experience more so.  Our office is located at [Office Address]. Please bring [mention the required documents] to the interview. Our company dress code is [mention the dress code].  During the interview, you will speak to the following people:  [Mention names of the interviewers].  The interview will last roughly [duration], so please plan accordingly. To make the meeting time as convenient for you as possible, please choose from one of the following start times:  [Mention at least 3 different dates and times to choose from].  Please respond no later than [mention the deadline] with your availability. If you have any questions before the interview, please contact me at [your phone number and email]. I look forward to meeting you.  Sincerely,  Your Name  Designation |

**Interview Call Letter Example**

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| Jim Saunders  Sacramento, CA 95814  Re: Interview for Office Manager Position at eCompany  Dear Jim,  Thank you for your application for the Office Manager position at eCompany. We were impressed by your background. Your qualifications make you an excellent candidate for this role. I would like to invite you to a face-to-face interview at our office.  During the interview, you will have the chance to learn more about the role and to develop a deeper understanding of our company’s objectives. On our end, we want to understand your career goals and professional experience more so.  Our office is located at 101 Jones Street, Sacramento on the 5th floor. Please bring at least two letters of recommendation and three copies of your resume to the interview. Our company dress code is business casual, so there is no need to wear a suit.  During the interview, you will speak to the following people:  Jennifer Smith - Executive Assistant, Annabelle Sailer - Executive Assistant, James F. LaBelle - President & CEO  The interview will last roughly one hour, so please plan accordingly. To make the meeting time as convenient for you as possible, please choose from one of the following start times:  • Monday, Jan, 4th at 10 a.m.  • Monday, Jan. 4th at 3:30 p.m.  • Thursday, Jan. 7th at 11 a.m.  Please respond no later than Friday with your availability. If you have any questions before the interview, please contact me at 555.5555. I look forward to meeting you.  Sincerely,  Jessica Lapin  VP of Human Resources |

**Interview Invitation Email Format**

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| Subject Line: [COMPANY NAME]: Invitation to Interview  Dear [FIRST NAME],  Thank you for your application to the [JOB TITLE] role at [COMPANY NAME].  We would like to invite you to interview for the role with [INTERVIEWER], [INTERVIEWER JOB TITLE]. The interview will last [LENGTH OF INTERVIEW] in total.  Please reply to this email directly with your availability during the following date and time options:  [DAY, DATE – TIME, TIME ZONE]  [DAY, DATE – TIME, TIME ZONE]  [DAY, DATE – TIME, TIME ZONE]  We look forward to speaking with you.  Sincerely,  [YOUR NAME]  [YOUR EMAIL SIGNATURE] |

**Interview Invitation Email Example**

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| Subject Line: eCompany Pvt. Ltd.: Invitation to Interview  Dear Jim,  Thank you for your application for the Office Manager role at eCompany Pvt. Ltd.  We would like to invite you to interview for the role with Jennifer Smith, Executive Assistant. The interview will last for one hour in total.  Please reply to this email directly with your availability during the following date and time options:  • Monday, Jan, 4th at 10 a.m.  • Monday, Jan. 4th at 3:30 p.m.  • Thursday, Jan. 7th at 11 a.m.  We look forward to speaking with you.  Sincerely,  Jessica Lapin  VP of Human Resources |

**Format 1**

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| From,  Company Name Company Address  [Date]  To,  [Candidate Name]  [Candidate Address]  Subject: Invitation to Interview  Dear Parul,  This has the position of your application, representing an interest in looking for employment as [Job Role] with our company. We thank you for the same. We have gone through your application and would like to encourage you to interview with our company as soon as feasible.  We are very overwhelmed with your application and would like you to interview with us on the [Date of an interview scheduled] at [Time] AM/PM. The interview will proceed for [duration - minutes/hours]. Please bring all the required documentation along with your application.  If you face any difficulties scheduling an interview, feel free to get in touch with me via email [email address] or call on [phone number].  Regards,  [Your Name]  [Your Designation] |

**Format 2**

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| Date  To,  [Name of the Candidate]  [Address Line 1]  [Address Line 2]  Sub: Invitation for Interview  Dear [Candidate’s Name],  I am writing to you on receipt of your recent application for the opening of [Job Title] we have [mention the place where you posted the job vacancy, for eg., advertised in the local job pages]. I am pleased to inform you that we would like to arrange an interview to discuss the opportunity further.  Your resume is very impressive, and you have a very educational background, and as you have worked for the same domain in the previous company. I feel that this opening would be suited to an individual like you.  Please report to [Interviewer’s Name] on [Date] at [Time].  Looking forward to meeting you and discussing further possibilities at Organization [Company Name].  Best wishes,  [Your Name]  [Designation] |

**Format 3**

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| [Date]  [Name of the candidate]  [Address]  Dear Mr./Ms. [Name of the Applicant],  This is in reference to your application regarding your interest for employment with our company. We highly appreciate your initiative.  Hence, we would like to meet you personally for a discussion on [date and time] at [venue]. We hope the time and venue is suitable for you. But in case, if you are not, we request you to get in touch with [the person in charge] and inform the date and time according to your convenience.  The company shall fully reimburse your expenses for this meeting. You will be entitled to [mention traveling source for eg., 2nd class A.C. to and fro train fare / Y class airfare].  We have also enclosed the company application form and request you to fill it up and bring it along. The form will facilitate the interview process.  We request you to confirm to us your availability for this meeting either by fax [fax number], email [email], or via phone [phone number]. Kindly ask for Mr. [the person in charge] who will be your coordinator through the whole process.  Looking forward to hearing from you soon,  Kind Regards,  [Name of the Manager]  [Designation]  [Company] |