Insert Name

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Postcode [Date]

Dear [name]

**Position of [job title]**

As discussed during our [phone call/email,] we are pleased to invite you to an interview in relation to the above post.

Here are the details for your interview:

|  |  |
| --- | --- |
| **Date** |  |
| **Time** |  |
| **Location** | [you should join the online meeting at [time] by clicking on this link: [link to virtual meeting]] |
| **Interviewers Names** |  |

A map is attached to this letter. You may wish to visit the [company name] website at [website address].

We are compliant with General Data Protection Regulation (2018) and our privacy notice can be viewed on our website here to state how we look after your information [Link to website].

Please bring with you proof of identity and eligibility to work in the UK (for example a passport). We will photocopy this and return to you at the interview.

I would be grateful if you would confirm that you will be attending by e-mailing [e-mail address] or give [name] a call on [phone number].

To ensure that all candidates have a fair opportunity to show their abilities and so that we base our decisions on your ability to do the job, we ask that you indicate if you need any adjustments for your interview.

For further information or to discuss the requirements please contact us. We will endeavour to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

I look forward to meeting you on [date].

Yours sincerely,

Name

Role Title

Company