Recipient address

Example road

Swindon

SN51 4AQ

18 May 2020 | Reference: Optional

Dear

**Title of Post**

Thank you for your completed application form for the above position.

I am pleased to inform you that you have been invited to attend an interview on (date) at (time) at (venue). Parking is available at XXXXX

The interview panel will be (insert).

**(INSERT PRESENTATION/TEST DETAILS*.)***

You can choose the format of your presentation, but please let me know by (insert date), the equipment you will need.

**References**

Prior to interview, we will be contacting your referees as given on your application form. If you have stated that you do not wish use to contact your current employer, this reference will not be taken up unless you are successful at interview.

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**Proof of Right to Work**

In accordance with the UK Visa and Immigration, we are required to check and copy certain original documents from potential employees, to ascertain eligibility to work in the UK. Please see attached letter for more details.

**Access requirements/Arrangements**

If you require any special arrangements to assist you to attend interview, or at the interview, please contact me.

Please could you ring or email me to confirm that you will attending your interview.

Many thanks for your interest and we look forward to meeting you.

Yours sincerely,

XXXXX

Email: XXXXX