Example interview letter

Progress House
Solutions

Greenfields Business Park
Coventry
CV4 0XX

Tel: 024 1234 5678
Fax: 024 8765 4321
Email: info@progresshs.co.uk

Dear Applicant

RE: Administration Assistant

I am very pleased to confirm you have been shortlisted for the post of Administrative Assistant.

Your interview is scheduled for **9 June** at **9.30am** with myself and a colleague. In addition to the interview there will also be a test and a tour of our site.

On the day of the interview we will need to verify your qualifications and also your eligibility to work in the UK. Please remember to bring proof of eligibility to work in the UK and your original qualification certificates.

Please confirm your attendance by contacting me by email – dev.kumar@progresshs.co.uk, or alternatively by calling me on 024 1234 5678 extension 1234. Please also let me know if you have any special requirements that you would like us to take into account on the day.

If you have any other questions please do not hesitate to contact me, otherwise we will look forward to seeing you on **9 June**.

Kind regards

Dev Kumar

Managing Director

www.progresshs.co.uk

OCR
Oxford Cambridge and RSA