<ADDRESS>

<DATE>

Dear <NAME>

I am pleased to inform you that you have been shortlisted for the <POSITION> vacancy. You are invited to attend an interview at <TIME> on <DATE> at <ADDRESS>.

At the interview you will be asked to complete *a short in tray exercise OR presentation etc…* <DETAILS if applicable> followed by an interview with <NAME AND POSITION OF ALL PANEL MEMBERS> The interview should last no longer than <HOURS/MINUTES>

Please contact me by <TELEPHONE/EMAIL> the end of <DATE> to confirm that you are able to attend and any special requirements you may have to attend the interview.

Yours sincerely

<NAME>

<POSITION>