

Dear XXXX

**RE: Vacancy Title and Reference**

Thank you for your recent application for the above vacancy.

I am pleased to inform you that you have been shortlisted and you are invited to attend an interview on (date, time) at (location).

If you have any particular requirements in relation to the interview or the prospective job, please let us know immediately so we can discuss any equipment or facilities you may need.

Please bring with you to the interview evidence of your right to work in the UK and the originals of your academic qualifications.

Please telephone (hiring Manager) on (telephone number) to confirm whether you are able to attend.

We look forward to meeting with you.

Yours sincerely,



Example provided by:  
Future Prospects  
Newark Beacon Innovation Centre  
Cafferata Way, Beacon Hill  
Newark, Nottinghamshire, NG24 2TN  
0843 289 6221