

Preliminary Interview Appointment Letter

Subject: Preliminary Interview Invitation “ [Position Title]

Dear [Candidate's Name],

Following your application for the role of [Position Title], we would like to invite you to attend a preliminary interview. This round is intended to better understand your background and suitability before progressing to the final stage.

Details are as follows:

Date: [Date]

Time: [Time]

Mode: [Phone/Video Call/In-person]

Please confirm your attendance by [Deadline Date]. We appreciate your interest in joining our team.

Sincerely,

[Your Name]

[Your Designation]

[Company/Organization]

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