

Government Interview Appointment Letter

Subject: Interview Appointment for Public Service Role

Dear [Candidate's Name],

We are pleased to inform you that you have been shortlisted for an interview for the position of [Job Title] within the [Government Department Name]. Your interview has been scheduled as follows:

Date: [Interview Date]

Time: [Interview Time]

Venue: [Location]

Please bring original and photocopies of your academic and professional certificates, national identification, and any other required documents listed in the job notice. Failure to provide the necessary documents may result in disqualification.

We request that you confirm your attendance immediately.

Yours faithfully,

[Official's Name]

[Designation]

[Department Name]

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