

Urgent Interview Appointment Message

Subject: Urgent Interview Invitation – Immediate Response Required

Dear [Candidate's Name],

We are urgently inviting you for an interview for the role of [Position Title]. Due to the immediate requirements of the position, the interview has been scheduled at short notice.

Details:

Date: [Date]

Time: [Time]

Venue: [Location]

Please confirm your availability at the earliest possible time. If you are unable to attend, notify us immediately so that alternative arrangements can be made.

Sincerely,

[Your Name]

[Your Designation]

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