July 29, 2026

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: APPOINTMENT FOR EMPLOYMENT INTERVIEW AND TESTING

Dear [CONTACT NAME],

On behalf of [COMPANY], I want to thank you for your recent application for employment with our firm.

It is my great pleasure to inform you that we would love to schedule an interview with you. Please click on the following link to schedule a day and time that's available for you within the next 72 hours. We will be meeting online [INSERT YOUR SKYPE OR GoToMeeting CREDENTIALS HERE] or in person at a Starbucks near your office [INSERT THE ADDRESS HERE].

Please note that a test will be administered to you immediately following your interview, which will take approximately one hour and you can complete that assessment online. If you are unable to maintain this appointment or if you have any questions, please call me at the number indicated below.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com