

## Invite to interview template letter

Your name  
Your address (or c/o address if not using your own)

Date

Name of applicant

Address of applicant

Dear (applicant's name)

### **Personal Assistant position**

Further to your application for the position of personal assistant, I would be delighted if you could attend an interview on (date) at (time) at (address).

Please write to the above address or email (insert email address) to confirm that you can attend.

(You may want to include a map for the location of the interview.)

(you may wish to ask people to bring any relevant documentation with them such as their current Disclosure and Barring (DBS) certificate, evidence of any relevant qualifications, evidence of their right to work in the UK etc).

(If you are paying people's interview expenses put the details here.)

I look forward to seeing you.

Yours sincerely

(Your name)

\*Use the return address you used for applications, not your own address.