

## Appendix K – Interview Invitation Letter template

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*Insert your organisation logo*

*Organisation Name*

*Organisation Address 1*

*Organisation Address 2*

*Organisation Suburb*

*City, Postcode*

*<date>*

*Recipient Name*

*Recipient Address 1*

*Recipient Address 2*

*Recipient Suburb*

*City, Postcode*

Dear *Applicant name*

**Interview for volunteer role *<title of role>***

Thank you again for your application for the role above. I am confirming our interview arrangements as follows.

Date:

Time:

Location: *<Address>*

Parking:

Interviewers: *<Name, Title>*

*<Name, Title>*

Please find enclosed a Volunteer Role Description and some information about our work.

Please let me know if you have any questions before the interview. We look forward to meeting you.

Yours sincerely,

***<Name>***

***<Title>***