

COMPANY NAME
ADDRESS
CITY, STATE ZIP
E-MAIL: NAME@NAME.COM

(XXX) XXX-XXXX

FAX (XXX) XXX-XXXX

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Address Line
City, State Zip Code

Re: Appointment for Employment Interview and Testing

Dear Name:

Please note that your employment interview is scheduled for Date at 10:00 a.m. At that time, you will also be tested on the information contained in the handbook given to you during the time of the employment pre-screening.

If you have any questions prior to your interview, please do not hesitate to contact me.

Sincerely,