[Date]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: 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 company.

It is my great pleasure to inform you that an interview has been scheduled for you on [DATE], at [TIME], with [CONTACT NAME], [POSITION]. [CONTACT NAME]'s office is located at [LOCATION].

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

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]