

Interview Appointment Letter

This package contains:

1. Instructions & Checklist for Interview Appointment Letter
2. Interview Appointment Letter

Instructions & Checklist for Interview Appointment Letter

- This package contains (1) Instructions & Checklist for an Interview Appointment Letter; and (2) Interview Appointment Letter;
- This form is designed to assist you in drafting a letter to schedule an appointment to interview a potential employee.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Thank you for your interest in working for [Company Name].

I am impressed by your credentials as well as your enthusiasm for this position. I would like to schedule an interview to discuss this matter further. Currently, my schedule is open on [Date] at [Time]. We can meet at [Location]. If this time is not convenient for you, please contact my office as soon as possible.

In the meantime, I thank you again for your interest in this position. I look forward to meeting you.

Sincerely,

[Your Name]
[Title if any or delete if none]