APPENDIX 2G – EMPLOYERS’ HANDBOOK *(Remove comments in red and insert details for individual applicant in areas highlighted in grey)*

**SAMPLE LETTER – INVITATION TO FIRST INTERVIEW**

*Name*

*Address*

*Post code*

Date \_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interview for the position of *(Job title)*

Following consideration of your application, I am pleased to inform you that you have been short-listed for interview. The interview will be held on *(date)* at *(time)*.

*(Optional) Please also bring proof of your XXXX (qualification) by bringing original certificate(s).*

In accordance with our equal opportunities policy, we would like to ensure that all candidates, regardless of disability, can participate fully in the selection process. Therefore, I would be grateful if you would advise us of any additional assistance that we may be able to provide.

Please confirm your attendance no later than 12.00 pm on *(date)* by emailing *(email address)* or telephoning *(name and telephone number).*

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_