

Interview Procedure Letter

Date: [Insert Date]

To: [Candidate's Name]

Address: [Candidate's Address]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for an interview for the position of [Job Title] at [Company Name]. Below are the details regarding the interview procedure:

Interview Details

- **Date:** [Insert Interview Date]
- **Time:** [Insert Interview Time]
- **Location:** [Insert Interview Location or specify if it is a remote interview]

Interview Procedure

1. Arrival and Check-in - Please arrive 10 minutes early to check in.
2. Initial Introduction - You will meet with [Interviewer's Name/Title] for a brief introduction.
3. Interview Session - The interview will consist of [number] questions, focusing on [areas of interest].
4. Q&A Session - You will have the opportunity to ask questions at the end of the interview.
5. Conclusion - We will discuss the next steps and timeline for feedback.

Preparation Tips

- Review the job description and your resume.
- Prepare examples of your work experience.
- Research [Company Name] and its culture.

Please confirm your attendance by [Insert Confirmation Date]. If you have any questions, feel free to reach out to us at [Contact Information].

We look forward to meeting you!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]