

# Structured Interview Framework

Date: [Insert Date]

To: [Candidate's Name]

Address: [Candidate's Address]

Dear [Candidate's Name],

We are pleased to invite you for a structured interview for the position of [Job Title] at [Company Name]. The interview will take place on [Insert Date] at [Insert Time], located at [Insert Location].

The structured interview will be conducted by [Name(s) of Interviewer(s)], and it will follow a standardized format aimed at evaluating your skills and qualifications relevant to the role.

During the interview, you will be asked a series of questions designed to assess your experience, competencies, and fit for our company culture. We encourage you to provide detailed responses and examples from your previous work experiences.

Please confirm your attendance by replying to this email or contacting us at [Contact Information]. If you have any questions or require further information, do not hesitate to reach out.

We look forward to meeting you.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]