

# Employee Recruitment for Transportation Services

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to inform you that you have been shortlisted for the position of [Job Title] in our transportation services team at [Company Name]. Your skills and experience align perfectly with our requirements, and we believe you would make a valuable addition to our team.

Please find the details of your interview below:

- **Interview Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

During the interview, you will have the opportunity to discuss your qualifications further and learn more about our company and the role. Please bring any relevant documents that may support your application.

If you have any questions or need to reschedule, feel free to contact us at [Company Phone Number] or [Company Email Address].

We look forward to meeting you soon!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]