

Invitation for Interview

Date: [Insert Date]

Dear [Candidate's Name],

We are pleased to inform you that you have been shortlisted for an interview for the Maintenance Role at [Educational Facility Name]. Your experience and skills are impressive, and we believe you could be a valuable addition to our team.

Details of the Interview:

- **Date:** [Insert Interview Date]
- **Time:** [Insert Interview Time]
- **Location:** [Insert Location]
- **Interviewer(s):** [Insert Interviewer's Name(s)]

Please confirm your attendance by responding to this email by [Insert Confirmation Deadline]. If you have any questions, feel free to reach out.

We look forward to meeting you!

Best regards,

[Your Name]

[Your Position]

[Educational Facility Name]

[Contact Information]