

Invitation to Academic Staff Recruitment

Dear [Recipient's Name],

We are pleased to invite you to participate in the upcoming recruitment process for an academic staff position within the [Department Name] at [Institution Name]. Your leadership and insights will be invaluable in selecting a candidate who will contribute positively to our academic community.

Details of the Recruitment Process

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Position:** [Insert Position Title]

Please confirm your attendance by [Date for Confirmation], and feel free to reach out if you have any questions. Your input is highly valued, and we look forward to your participation in this important process.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Department Name]

[Institution Name]

[Contact Information]