

INTERVIEW LETTER

Candidate Name:

Position Applied For:

Interviewer(s):

Dear Candidate,

We are pleased to inform you that you have been selected for an interview for the position applied for at our company. This letter outlines the details and terms related to your interview. Please review all the information carefully.

Interview Details:

The interview will be conducted at our office or via a virtual platform, as communicated separately. Please ensure you are prepared and have all necessary documents available. During the interview, we will discuss your qualifications, experience, and suitability for the position. The interview panel will consist of the interviewers named above.

Confidentiality:

All information exchanged during the interview process is confidential and shall not be disclosed to any third party except as required by law or as authorized by the company. By participating in the interview, you agree to maintain the confidentiality of all proprietary and sensitive information disclosed.

Non-Discrimination and Compliance:

Our company is an equal opportunity employer and complies with all federal, state, and local laws prohibiting discrimination in employment. The interview process will be conducted in a lawful manner respecting all applicable legal requirements.

Background Checks:

Employment offers are contingent upon successful completion of background checks, reference verifications, and other pre-employment screenings as required by the company and permitted by law.

At-Will Employment:

Nothing in this letter or during the interview process creates an employment contract or guarantees employment. Employment with the company, if offered and accepted, is at-will and may be terminated by either party at any time with or without cause or notice, to the extent permitted by law.

Acceptance and Confirmation:

Please confirm your availability and acceptance of this interview invitation by signing below or returning a written confirmation. Should you have any questions or require accommodations, please contact our Human Resources

department.

We look forward to meeting you and discussing your qualifications.

Sincerely,

Authorized Company Representative

CANDIDATE SIGNATURE

DATE

Signature: _____

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