

Dear Sir,

I am pleased to inform you that your application for the position of [Job Title] has been reviewed and you have been shortlisted for the interview process.

The interview will be held on [Date] at [Time] in the [Location]. Please bring with you your original documents and a recent passport-sized photograph.

If you have any queries, please contact the Human Resources Department at [Phone Number] or [Email Address].

We look forward to meeting you and discussing your application in more detail.

Yours faithfully,
[Signature]
[Name]
[Designation]