



Hi (name), you are invited to come to (name of workplace) for an interview for the (name or role) job.



The interview will be on (date)

It will be at (time).

It will take about 30 minutes.



The interview will be held at the (name of office)

The address is (address of office)



You will be interviewed by:

- Name/s of interviewer/s

Questions we will ask you include:

- (Short list of questions)



You will be able to ask us questions about the job and about working at (name of organisation).



You can bring a support person with you to your interview if you want to.



If you have any questions or there is other support you need for the interview, please call (name and number).