**Employment Offer Letter Template**

Alfonso Brown

444 Albertson

New York, NY 11701

June 9, 2024

Subject: Employment Interview Invitation

Reference: Application No. 4466, Dated May 25, 2024

Dear Mr. Alfonso,

We hope this letter finds you well. In reference to your application for the position of Assistant Zonal Manager with our company, submitted on May 25, 2024, we are pleased to extend an invitation for an employment interview.

Upon reviewing your application and assessing your qualifications, we believe that you possess the skills and experience that align with the requirements of the role. To further explore your candidacy, we kindly request your presence for an interview where we can discuss the position in greater detail.

The interview is scheduled for June 20, 2024, between 10:00 AM and 11:00 AM, at our company's headquarters located in New York. We trust that this timing is suitable for you. However, if you have any concerns or conflicts with the proposed interview schedule, we kindly request that you notify us promptly.

We appreciate your interest in joining our organization and look forward to the opportunity to meet with you. Please feel free to contact us if you require any additional information or have any questions regarding the interview process.

Thank you for considering this invitation. We anticipate your timely response.

Sincerely,

[Your Name]

[Your Title]

[Company Name]