***Interview Invite Sample Letter***

***Insert your location’s appropriate letterhead or use as the body of an email invite***

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Date

Dear :

Thank you for your interest in the XXX position that is currently available at Newark Board of Education. We would like to invite you to interview with XXX to further discuss your work and experience.

You have been scheduled for an interview via (Insert appropriate virtual method of interview), on XXX, XXXXXX, 2020 at XX:XX x.m.

Please contact XXX at (XXX) XXX-XXXX to confirm receipt of this letter. Also, kindly forward your resume to XXX at [XXX@nps.k12.nj.us](mailto:XXX@nps.k12.nj.us).

We look forward to meeting you!

Sincerely,

c: File