

Appendix K – Interview Invitation Letter template

Insert your organisation logo

Organisation Name
Organisation Address 1
Organisation Address 2
Organisation Suburb
City, Postcode

<date>

Recipient Name
Recipient Address 1
Recipient Address 2
Recipient Suburb
City, Postcode

Dear *Applicant name*

Interview for volunteer role *<title of role>*

Thank you again for your application for the role above. I am confirming our interview arrangements as follows.

Date:

Time:

Location: *<Address>*

Parking:

Interviewers: *<Name, Title>*

<Name, Title>

Please find enclosed a Volunteer Role Description and some information about our work.

Please let me know if you have any questions before the interview. We look forward to meeting you.

Yours sincerely,

<Name>

<Title>