

Formal Letter for Interview Schedule

Michael Roberts
Recruitment Coordinator
Tech Innovations Inc.
400 Tech Way
San Francisco, CA 94107
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415-555-0245
October 31, 2024

Samantha Lee
325 Sunny Lane
San Francisco, CA 94110

Dear Ms. Lee,

We are delighted to inform you that your application for the position of Data Analyst at Tech Innovations Inc. has been reviewed favorably. We believe that your skills and experiences are well-suited to the needs of our team, and we are eager to further explore your fit for this role.

We would like to schedule an interview to discuss your application in more detail and give you the opportunity to learn more about our company and the position. Please find the interview details below:

Interview Schedule:

Date: November 7, 2024

Time: 2:00 PM PST

Location: Tech Innovations Inc., 400 Tech Way, San Francisco, CA 94107

Interviewer(s): Jane Foster, Senior Data Scientist

The interview is expected to last approximately 60 minutes and will involve discussions around your professional experiences, skills, and how these align with the requirements of the position.

Could you please confirm your availability for this interview by November 3, 2024? If the proposed time does not fit your schedule, feel free to propose an alternative time, and we will do our best to accommodate it.

Should you need any further information or assistance in locating our office, please do not hesitate to contact me directly at 415-555-0245 or michael.roberts@techinnovations.com.

We look forward to meeting you and discussing the potential for your future with Tech Innovations Inc.

Thank you for your interest in joining our team.

Sincerely,

Michael Roberts

Recruitment Coordinator

Tech Innovations Inc.