

Sample Letter:

-WRITTEN INTERVIEW CONFIRMATION-

[THIS DOCUMENT SHOULD SERVE ONLY AS A SAMPLE COMMUNICATION. PLEASE COPY THE TEXT BELOW AND PASTE IT ONTO YOUR AGENCY'S LETTERHEAD, OR PASTE THE BODY OF THE MESSAGE INTO AN EMAIL COMMUNICATION. ADJUST AS NECESSARY TO ACCOMMODATE THE NEEDS OF THE AGENCY. COMPLETE THE FIELDS WITH THE APPROPRIATE INFORMATION AND OBTAIN THE NECESSARY SIGNATURES BEFORE DELIVERY.]

[Date]

[Name of Applicant]

[Address of Applicant]

Subject: Requisition Number [#####BR] – [Job Classification]

Dear [Mr./Ms.] [Last Name of Applicant]:

Thank you for scheduling an interview for the position of [Job Classification] in the [Agency/Department/Office Name]. Your interview is confirmed for [Date of Interview], at [Time of Interview], at [Location of Interview]. Attached are [directions (and parking permit if necessary)] for your use.

[(For Internal Mobility Candidates Only) Please complete the attached Internal Mobility Applicant Form and return it by the date of your scheduled interview, along with a copy of your two most recent performance evaluations, and any other documentation you would like the interview panel to consider in the selection process.]

Please be advised that it is the policy of the Executive Branch to utilize interview panels and a behavioral interviewing concept as integral components of the selection process. If you have questions, or need to contact me for any other reason, I can be reached via email at [email address] or via telephone at [telephone number].

Sincerely,

[Agency Representative Name]

[Job Title]

Enclosure: Internal Mobility Applicant Form (if applicable)
Parking Permit (if applicable)