

## ANNOUNCEMENT OF INTERVIEW

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## Introduction

An announcement of interview letter is written to make an announcement regarding an interview for a particular post. A company writes this letter regarding its vacancy. The letter contains all the details like the job profile, number of positions, qualification required, company profile etc. The letter also contains all the details of the walk in interview.

## Announcement of interview Tips

Some tips to write a good sample credit letter

- Write all the details properly, the job profile, requirement, expertise needed etc.
- Give all the details of the interview venue, timings etc.
- Mention clear cut that the candidates will be selected only on the basis of the performance of the candidate in the walk in interview held.

## Sample Announcement of interview

From

\_\_\_\_\_  
\_\_\_\_\_

Date

To

\_\_\_\_\_  
\_\_\_\_\_

Subject – An announcement of interview letter

Dear Sir/ Madam

Hello to all of you.

This is with reference to the vacancy that we have as customer care executive. We have given below all the details. If you are interested to work with our organisation then you can attend the walk in interview as mentioned below.

Company profile- being a pioneer in the house clips, KV industries has maintained a good reputation in the industry. Today more than 400 companies believe in the services of our company and they are dependent on us for the supply of hose clips.

Current vacancy- At present we are in need of customer care executive to work in the day shift

Job description: Customer care. Deal with the domestic as well as international clients.

Qualification needed- the candidate must be graduate with fluency in English and Hindi.

Age limit- The age of the candidate should not exceed 30 years.

We have multiple vacancies for the same post and you can refer your friends to us. fresher's are also welcome. A walk in interview will be held on 6th November between 10 AM to 12PM at the below mentioned address. The interested candidates can attend the interview. Candidates re required to produce their documents in original at the time of interview.

Thanking You.

Name

## Announcement of interview Template

From

\_\_\_\_\_

\_\_\_\_\_

Date

To

\_\_\_\_\_

\_\_\_\_\_

Subject: \_\_\_\_\_(mention the purpose)

Dear \_\_\_\_\_(Sir/madam)

We are writing this letter on behalf of our company\_\_\_\_(name of company). This is with reference to the vacancy that we have as customer care executive. We have mentioned above all the requirements for the said post. We have multiple vacancies and hence you can also give this reference to any of your interested friend. Interested aspirants can go for the walk in interview on \_\_\_\_ (date). The selection of the candidates will be done on the basis of the performance of the candidate in the walk in interview.

Thanking you

Name

Signature

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