
To: xyz@abc.com

Subject: Invitation letter for Schedule an Interview

Dear Samantha,

Greetings of the day,

Thank you for applying for the animator position at Kraft's online mode. Our recruitment and selection committee has looked over your application and has shown their interest to invite you to interview Thomas, our creator animator as soon as possible.

Please do visit the page on our company website. And Click on Careers in the top right corner of the web page to schedule an interview in the upcoming weeks. You will be asked for creating a new account with a login Id and password. for this purpose, we have provided you with userid – XXXXXX and password *****.

Then You will be taken to the next page named scheduling, where you can choose and freeze an interview time slot. so we can endorse your interview schedule as soon as possible within the week.

If you face any problems in scheduling interviews or web page issues, please contact me and email me at cereer@krafts.com.

Best,