**Please use Company headed paper.**

**[Insert candidate’s full name]**

**[Insert candidate’s address]**

**[Insert date of letter]**

**[Insert employer‘s name]**

**[Insert employer‘s address]**

Dear **[Insert candidate’s first name]**,

In response to your recent application for the position of (insert job title), we would like to invite you to attend an interview on: (insert date, time and venue).

In addition to the formal interview, you will also be required to:

* deliver a 10 minute presentation about………..
* be observed during a 30 minute work trial; the focus of which will be on your interactions and your approach to supporting children’s language development.
* read a story of your choice to a small group of children
* complete a written observation, on any activity of your choice within the ……… room (baby, toddler and/or pre-school)

At the interview you will be required to produce your original qualification and training certificates along with your right to work document, if applicable.

Please could you confirm your attendance by contacting (insert name and contact details) by (insert date).

Yours sincerely

Name

Position within organisation.