

Sylvia RODRIGUEZ
32 street Ombreiro
33800 Cenon city

RADIO France
91 Street Nuyens
33000 Bordeaux City

7th april 2020

Subject : Invitation for interview

Dear Mrs RODRIGUEZ,

I would like to discuss with you about your professional development prospects, particularly in terms of qualifications and employment in order to meet legal obligations.

- *This introduction clarifies the purpose of this letter and the objective of the interview.*

In this context, I invite you to this interview which will take place with Mr Joshua Torres Del Rosal, Director of Human Resources, on May 4, 2020 at 2:00 pm in the premises of the company located at 408 rue du parc allotment Leko 33000 BORDEAUX.

This interview will last 45 minutes.

- *This paragraph provides a context with the date, time, place, duration of the interview and the person conducting the interview. These data are mandatory in the context of an invitation to an interview.*

You will find attached to this letter a support to help you prepare for the interview as well as possible.

- *This sentence indicates to the addressee that there is an attachment on which he or she can rely to prepare for the interview.*

Doesn't hesitate to contact me if you have any questions about this professional interview.

- *This sentence indicates the sender's availability to the recipient.*

Looking forward to meeting you, please accept my sincerest greetings.

Bests regards,

- *Form of politeness that closes the letter*

Mrs NAY Alexandra,
Human Ressources Partner