**COMPANY NAME**  
**Mr. /Ms. (Individual name)**

Date:

Subject:**Preliminary Test and Interview Call Letter**

We refer to your job application against our advertisement in the newspaper. You are advised to appear for a Preliminary Written Test followed by Interview on **(Mention Day, Date and time)** at the following address;

(COMPANY ADDRESS)  
(Company Tel. Number)  
(Company Fax Number)  
(Company E-Mail Address)

Please note that:

"This is a preliminary test & interview call for the job applied and does not guarantee employment with us.  
"No TA / DA will be provided to candidates appearing for the test.  
"Bring this letter with you on the above mentioned date and time of test.  
"Bring photocopies and originals of your academic & other credentials along with a recent snap.  
"Please bring pen & pencil with you; however use of calculator is prohibited.

Please do not hesitate to contact undersigned if you have any queries.

With best wishes,

For (Company Name)  
(G.M. HR Name)  
G.M. HR & Admin