**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