

****Template Example 1: Invitation to Interview****

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Candidate Name]
[Candidate Address]
[City, State, Zip Code]
Dear [Candidate Name],
We are pleased to inform you that you have been selected for an interview for the [Job Title] position at QVC. We were impressed with your qualifications and believe you would be a great fit for our team. Please find the interview details below:
****Date:**** [Interview Date]
****Time:**** [Interview Time]
****Location:**** [Interview Location or Virtual Link]
****Interviewer(s):**** [Names of Interviewers]
We look forward to discussing how your background and skills align with our goals at QVC. Please confirm your availability for the scheduled time.
Best regards,
[Your Name]
[Your Title]
QVC

****Template Example 2: Post-Interview Thank You Letter****

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Candidate Name]
[Candidate Address]
[City, State, Zip Code]
Dear [Candidate Name],
Thank you for taking the time to interview for the [Job Title] position with us at QVC. We enjoyed learning more about your experiences and how they relate to our team.
We appreciate your enthusiasm for the role and are currently in the process of reviewing all candidates. We will be in touch soon regarding the next steps.
Thank you once again for your interest in joining QVC.
Warm regards,
[Your Name]
[Your Title]
QVC