

Date: [Insert Date]

Subject: Invitation for Bilingual Proficiency Interview - [Language Name]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position with [Agency/Company Name].

As part of our selection process, we require candidates to demonstrate their language skills. We would like to invite you to a Bilingual Proficiency Interview to assess your fluency in both English and [Language Name].

The details of your interview are as follows:

Date: [Insert Date]

Time: [Insert Time]

Format: [In-person / Video Call / Phone Call]

Location/Link: [Insert Address or Meeting Link]

The interview will last approximately [Number] minutes and will be conducted by [Interviewer Name/Department]. The assessment will focus on your ability to communicate effectively, translate key terms, and handle professional scenarios in both languages.

Please confirm your attendance by [Date/Time] by replying to this email or calling [Phone Number]. If you have any specific requirements or need to reschedule, please let us know as soon as possible.

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Agency Name]