

Dear [Candidate's Name],

We are pleased to invite you for an interview for the position of [Position Title] in the [Department Name] at [University Name]. Your application has been reviewed, and we were impressed by your qualifications and research experience.

The interview is scheduled for [Date] at [Time]. It will be held [in-person/virtually] via [Platform/Location]. During the interview, you will meet with members of our faculty and discuss your research, teaching philosophy, and vision for the role.

Please confirm your availability for the scheduled time, and do not hesitate to reach out if you have any questions or need further assistance.

We look forward to speaking with you soon.

Sincerely,  
[Your Name]  
[Your Title]  
[Department Name]  
[University Name]  
[Contact Information]