

Dear [Candidate's Name],

We are pleased to invite you for an interview for the position of Research Associate in the [Department Name] at [University/Institution Name]. We were impressed with your application and believe that your skills and experiences would be a great addition to our team.

The interview is scheduled for [Date] at [Time] via [Format: Zoom/In-person/etc.]. Please let us know if this time works for you or if there are any conflicts.

During the interview, you will meet with members of our research team and discuss your background, as well as your potential contributions to our ongoing projects.

Please feel free to reach out if you have any questions or need further assistance. We look forward to speaking with you soon.

Best regards,

[Your Name]

[Your Position]

[Department Name]

[University/Institution Name]

[Contact Information]