

Job Interview Invitation

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for an interview for the Administrative Assistant position at [Company Name]. We were impressed with your application and would like to discuss your qualifications further.

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Company Address]
- **Duration:** Approximately [Duration]

Please confirm your availability for this interview by replying to this email. If you have any questions or require further information, do not hesitate to reach out.

We look forward to meeting you.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]