

# Interview Invitation for Project Management Position

Dear [Candidate's Name],

We are pleased to inform you that you have been shortlisted for an interview for the Project Management position at [Company Name]. We were impressed with your application and believe that your experience aligns well with our needs.

Your interview is scheduled for [Date] at [Time]. The interview will take place at our office located at [Address]. Please let us know if you are available for this date and time.

During the interview, you will meet with [Interviewer's Name/Position] to discuss your qualifications and experiences further.

Please prepare to discuss your project management skills and any relevant projects you have worked on.

We look forward to meeting you!

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]