

# Interview Invitation

Dear [Candidate's Name],

We are pleased to inform you that you have been shortlisted for an interview for the [Job Title] position at [Company Name].

Your interview is scheduled for [Date] at [Time]. It will be held at [Location/Platform].

Please confirm your availability for the scheduled time. If you have any questions, feel free to reach out to us at [Contact Information].

We look forward to speaking with you.

Best regards,

[Your Name]  
[Your Job Title]  
[Company Name]