

Interview Invitation

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for an interview for the [Position Title] at [Company Name]. We would like to schedule your interview at a time that is convenient for you.

Please let us know your availability for the following dates and times:

- [Date 1] at [Time 1]
- [Date 2] at [Time 2]
- [Date 3] at [Time 3]

The interview will be conducted via [Zoom/Google Meet/in-person] and is expected to last approximately [Duration].

If none of the proposed times work for you, please feel free to suggest alternative times.

We look forward to meeting you.

Best regards,
[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]