

Dear [Candidate's Name],

Thank you for your application for the [Job Title] position at [Company Name]. We are pleased to inform you that your qualifications and experience have impressed us, and we would like to invite you for an interview.

The interview is scheduled for [Date] at [Time]. It will take place at our office located at [Office Address]. Please let us know if you need any assistance with directions or if you would prefer a virtual interview.

During the interview, you will have the opportunity to meet with our team and discuss your background and experiences further. Please bring a copy of your resume and any other relevant documents.

We are looking forward to meeting you and learning more about your fit for the role.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]