

# Talent Acquisition Notice

Dear [Candidate's Name],

We are pleased to inform you that you have been shortlisted for the [Job Title] position at [Company Name]. Your impressive background and skills align well with our team's needs.

We would like to invite you for an interview on [Date] at [Time]. Please let us know if this timing works for you. The interview will take place at our office located at [Office Address], or via [Virtual Platform] if preferred.

In preparation for the interview, we recommend reviewing our company values and the details of the position listed on our website.

We are excited to discuss your potential contribution to our team!

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