Dear [Candidate's Name],

We are pleased to inform you that you have been selected for an interview for the [Job Title] position at [Company Name]. We look forward to discussing your qualifications and experiences with you.

Please find the details of your interview below:

Date: [Date] Time: [Time]

• Location: [Location or specify if it's a virtual interview with link]

• **Interviewer(s):** [Interviewer Names]

We recommend arriving 10 minutes early (if in-person) and bringing a copy of your resume. If you have any questions or need to reschedule, please feel free to reach out.

We look forward to meeting you!

Best regards,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]