

Internship Program Recruitment

Date: [Insert Date]

Dear [Applicant's Name],

We are pleased to inform you that you have been selected for an interview for our Internship Program. Your application stood out due to your exceptional skills and experiences.

Please find the details of your interview below:

- **Date:** [Insert Interview Date]
- **Time:** [Insert Interview Time]
- **Location:** [Insert Venue/Link if Virtual]
- **Contact Person:** [Insert Name and Contact Information]

We look forward to discussing your qualifications further and exploring how your background aligns with our program. Please confirm your availability by replying to this email.

Thank you and best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]