

Interview Invitation for Remote Work Opportunity

Dear [Candidate's Name],

We are pleased to inform you that you have been shortlisted for an interview for the [Job Title] position at [Company Name]. We appreciate your interest in joining our team.

The interview will be conducted remotely via [Video Conferencing Tool] on [Date] at [Time] [Time Zone]. Please confirm your availability for this time or suggest an alternative if necessary.

During the interview, we will discuss your qualifications, experiences, and the potential fit for our team. Please prepare any relevant questions you might have about the role and our company.

Thank you for considering [Company Name] as your next career move. We look forward to speaking with you soon.

Best regards,

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