

Interview Invitation

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 were impressed with your qualifications and experience.

The interview is scheduled for [Date] at [Time]. It will be held at [Location/Virtual Link]. Please confirm your availability for this date and time.

During the interview, you will meet with [Interviewer's Name/Title] to discuss your skills and how they relate to the position.

We look forward to speaking with you soon!

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]