

Interview Invitation for Internship Position

Dear [Candidate's Name],

We are pleased to inform you that you have been shortlisted for an interview for the Internship position at [Company Name]. We appreciate your interest in joining our team and would like to arrange a suitable time for the interview.

Please find the details of the interview below:

- **Position:** [Internship Position Title]
- **Date:** [Proposed Date]
- **Time:** [Proposed Time] [Time Zone]
- **Location:** [Interview Location or specify if it's a virtual interview]

Kindly confirm your availability for the above date and time, or suggest an alternative that works better for you.

We look forward to meeting you and discussing your potential contributions to our team.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]