

Internship Interview Invitation

Dear [Candidate's Name],

We are pleased to inform you that you have been shortlisted for an interview for the [Internship Position Name] at [Company Name]. Below are the details of your interview:

Interview Details

Date: [Date]

Time: [Time]

Location: [Company Address or Virtual Link]

Interviewer: [Interviewer's Name and Position]

Preparation Tips

Please bring a copy of your resume and any other relevant documents. We recommend you review the job description and prepare any questions you may have.

We look forward to meeting you!

Best regards,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]