

Dear [Candidate's Name],

We are pleased to inform you that your application for the [Position Title] has been reviewed and we would like to invite you for an interview.

Your interview has been scheduled for:

Date: [Date]

Time: [Time]

Location: [Location/Link to Virtual Interview]

Please confirm your availability for the scheduled time. If you have any conflicts, do let us know as soon as possible so we can arrange an alternative slot.

Thank you for your interest in becoming a part of our team. We look forward to meeting you.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]