

Interview Invitation

Dear [Candidate's Name],

We are pleased to inform you that you have been shortlisted for an interview for the position of [Job Title] at [Company Name].

Details of the interview are as follows:

Date: [Date]

Time: [Time]

Location: [Location or specify if it will be a virtual interview with the platform name]

Please confirm your availability for the interview by [Confirmation Deadline]. If you have any questions or need to reschedule, feel free to reach out to us.

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]