

Congratulations! You're Invited for a Virtual Interview

Dear [Candidate's Name],

Thank you for applying for the [Job Title] position at [Company Name]. We are pleased to invite you to a virtual interview to further discuss your qualifications.

Date: [Date]

Time: [Time] [Time Zone]

Platform: [e.g., Zoom, Microsoft Teams]

Meeting Link: [Insert Link Here]

Meeting ID: [Insert ID If Needed]

Passcode: [Insert Passcode If Needed]

During the interview, you will meet with [Interviewer's Name and Position]. The interview will last approximately [Duration].

Please confirm your availability for the scheduled time. If you have any questions or need to reschedule, feel free to reach out.

We look forward to speaking with you!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]