

Dear [Candidate's Name],

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

**Date:** [Date]

**Time:** [Time]

**Location:** [Location / Online link if applicable]

Please confirm your availability for the scheduled time. If you have any questions, feel free to reach out to us at [Contact Information].

We look forward to meeting you.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]