

# Job Interview Invitation

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for an interview for the position of [Job Title] at [Company Name]. We were impressed with your background and experience and would like to discuss your candidacy further.

The interview will be conducted remotely via [Zoom/Skype/Google Meet] on [Date] at [Time] [Time Zone]. Please confirm your availability for this time.

During the interview, we will discuss your qualifications, experience, and the role in more detail. Please have a copy of your resume and any questions you may have ready for the meeting.

If you have any questions or need to reschedule, feel free to reach out to us at [Contact Email/Phone Number].

We look forward to speaking with you!

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]