

Interview Invitation Letter

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]. We were impressed with your application and would like to discuss your qualifications further.

The interview is scheduled for [Date] at [Time]. It will take place at our office located at [Office Address]. Please plan for approximately [Duration] for the interview.

Kindly confirm your availability for the scheduled time. Should you have any questions or need to reschedule, 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]