

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Candidate's Name]  
[Candidate's Address]  
[City, State, Zip Code]

Dear [Candidate's Name],

I hope this message finds you well.

We are pleased to inform you that you have been selected for an interview for the [Job Title] position at [Company Name]. We were impressed by your qualifications and believe you would be a great fit for our team.

Please find the details of your interview below:

- \*\*Date:\*\* [Insert date]
- \*\*Time:\*\* [Insert time]
- \*\*Location:\*\* [Insert location/virtual meeting link]

During the interview, you will meet with [Names and Positions of Interviewers] to discuss your experiences and how they align with our goals at [Company Name].

Please confirm your attendance by [Insert confirmation deadline]. If you have any questions or require further information, feel free to reach out.

We look forward to meeting you soon.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]