

[Your Name]
[Your Job Title]
[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 we would like to invite you for an interview for the [Job Title] position at [Your Company]. After reviewing your application and resume, we believe that your skills and experiences align well with our team.

We would love to learn more about you and discuss how you could contribute to our company. Please let us know your availability for the following dates and times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

The interview will be held [in-person/virtually] at [Location/Platform].

If none of the suggested times work for you, feel free to propose alternate times that fit your schedule.

We look forward to the opportunity to connect with you!

Warm regards,

[Your Name]
[Your Job Title]
[Your Company]