

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

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 application and would like to discuss your qualifications further.

Please find the details of the interview below:

- **\*\*Date:\*\*** [Date]
- **\*\*Time:\*\*** [Time]
- **\*\*Location:\*\*** [Interview Location/Link for Virtual Interview]
- **\*\*Duration:\*\*** [Expected Duration]

Please confirm your availability for the interview by [Response Deadline]. If you have any questions or need to reschedule, feel free to contact me at [Your Phone Number] or [Your Email Address].

We look forward to meeting you.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Job Title]  
[Your Company]