

[Your Company Letterhead]

[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 with your application and would like to learn more about your qualifications and experiences.

Please find the interview details below:

****Date:**** [Interview Date]

****Time:**** [Interview Time]

****Location:**** [Interview Location] / [Virtual Meeting Link, if applicable]

****Interviewer(s):**** [Names and Titles of Interviewers]

Please confirm your attendance by [RSVP Deadline]. If you have any questions or require further information, feel free to contact us at [Contact Information].

We look forward to meeting you!

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]