

[Your Company Letterhead]

[Your Company Name]

[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 position of [Job Title] at [Company Name]. We were impressed by your application and believe that your skills and experience would be a valuable addition to our team.

**\*\*Interview Details:\*\***

- **\*\*Date:\*\*** [Insert Date]

- **\*\*Time:\*\*** [Insert Time]

- **\*\*Location:\*\*** [Insert Address/Room Number, if applicable]

- **\*\*Duration:\*\*** [Insert Estimated Duration of Interview]

Please arrive at least [15 minutes] early to allow for check-in and preparation. If you have any specific documents or materials you'd like to bring, please feel free to do so.

To confirm your attendance, kindly reply to this email or contact us at [Phone Number] by [RSVP Deadline Date].

We look forward to meeting you and discussing your potential contribution to our team.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Website URL, if applicable]