

[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].

Details of the interview are as follows:

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

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

****Location:**** [Interview Location or specify if it's a virtual interview with a link/access details]

Please confirm your availability for this date and time. If you have any questions or need to reschedule, feel free to reach out at [Contact Information].

We look forward to meeting you!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Company Website]