

[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]. Your qualifications and experience impressed us, and we are eager to discuss your potential contribution to our team.

Please find the details of your interview below:

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

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

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

****Interview Format:**** [In-person/Phone/Video]

We kindly ask you to confirm your attendance by [RSVP Deadline]. If you have any questions or need assistance, please do not hesitate to reach out.

We look forward to meeting you.

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Phone Number]

[Email Address]