

Subject: Interview Invitation for [Position Title]

Dear [Candidate's Name],

I hope this message finds you well.

We are pleased to inform you that you have been shortlisted for the [Position Title] at [Company Name]. We were impressed by your background and experience and would like to invite you for an interview.

Please let us know your availability for an interview during the following dates and times:

- [Date & Time Option 1]
- [Date & Time Option 2]
- [Date & Time Option 3]

The interview will be conducted [in-person/virtually] at [Location/Platform]. It is expected to last approximately [Duration].

Please confirm your availability at your earliest convenience.

Thank you, and we look forward to speaking with you soon!

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Your Phone Number]

[Your Email Address]