

[Your Name]
[Your Position]
[Your Company]
[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],

I hope this message finds you well! We are excited to inform you that after reviewing your application for the [Job Title] position at [Your Company], we would like to invite you for an interview.

At [Your Company], we are passionate about [briefly mention what your company values or does], and we believe you could be a great fit for our team. During the interview, we look forward to discussing your experiences and how they align with our goals, as well as sharing more about what makes [Your Company] a unique place to work.

Here are the details for your interview:

****Date:**** [Proposed Date]

****Time:**** [Proposed Time]

****Location:**** [Interview location - address/virtual link]

****Duration:**** [Estimated length of the interview]

Please confirm your availability for the suggested date and time. If you have any conflicts, let us know, and we will do our best to accommodate you.

Thank you once again for your interest in joining [Your Company]. We are looking forward to meeting you and learning more about your qualifications.

Warm regards,

[Your Name]
[Your Position]
[Your Company]