

[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],

We are pleased to inform you that you have been selected for an interview for the [Job Title] position at [Your Company]. We were impressed with your application and believe that your skills and experience could be a great fit for our team.

The interview is scheduled for [Date] at [Time]. It will take place at [Location] / via [Video Conferencing Platform]. Please let us know if this time works for you, or if there are any conflicts that we should be aware of.

Thank you for your interest in joining [Your Company]. We look forward to meeting with you and discussing your application in further detail.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]