

[Your Company's 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]. We were impressed by your application and would like to discuss your qualifications further.

Interview Details:

Date: [Date]

Time: [Time]

Location: [Company Address] / [Virtual Platform Link]

Interviewer(s): [Names of Interviewer(s)]

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

We look forward to meeting you!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]