

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to invite you to interview for the [Job Title] position at [Your Company Name]. We were impressed with your application and believe that you could be a great addition to our team.

Please find the details of your interview below:

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

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

****Location:**** [Interview Location or specify if it's a virtual interview with a link]

****Interviewer(s):**** [Names and Titles of Interviewers]

Kindly confirm your attendance by [RSVP Date]. If you have any questions or need to reschedule, please feel free to reach out.

We look forward to meeting you!

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]