

[Your Company 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 with your application and would like to discuss your qualifications further. Please find the details of your interview below:

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

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

****Location:**** [Interview Location or specify if it will be a virtual interview with platform link]

****Interviewers:**** [Names of interviewers, if applicable]

Please confirm your availability for the above date and time by responding to this email or contacting us at [Contact Information]. If you require any accommodations or have any questions, feel free to reach out.

We look forward to speaking with you!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]