

[Your Company's Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

We are pleased to inform you that your application for the [Position Title] at [Company Name] has been received and reviewed. We appreciate your interest in joining our team and are impressed by your qualifications.

After carefully considering your skills and experiences, we are excited to invite you to participate further in our selection process. Please find the details of the next steps below:

- ****Interview Date:**** [Insert Date]

- ****Time:**** [Insert Time]

- ****Location:**** [Insert Location or specify if it will be virtual]

Please confirm your availability for the interview by [Insert Confirmation Deadline].

We look forward to discussing your potential contributions to our team.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]