

[Your Company Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Subject: Job Application for [Position Title]

We are pleased to inform you that we have received your application for the [Position Title] at [Company Name]. We appreciate your interest in joining our team.

[Optional: Briefly mention the specific qualifications or experiences that stood out in the applicant's resume.]

We would like to invite you for an interview to further discuss your application and determine if you would be a good fit for our company.

Please let us know your availability for the following dates and times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

The interview will be held at [Location/Platform for virtual interview].

Please confirm your preferred time, and we will do our best to accommodate.

Thank you once again for your interest in [Company Name]. We look forward to speaking with you soon.

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]