

[Your Company Logo]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 [Your Company Name]. We were impressed by your qualifications and experience and believe you would be a great fit for our team.

Please find the details of the interview below:

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

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

****Location:**** [Interview Location/Virtual Link]

****Interviewer(s):**** [Interviewer Name(s) and Title(s)]

We anticipate the interview will take approximately [duration] and will involve a discussion of your experience and how it aligns with our company's needs.

Please confirm your availability for the scheduled time. If you have any questions or need to reschedule, do not hesitate to reach out.

Thank you, and we look forward to meeting you!

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]