

[Your Company Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant'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 believe your skills and experiences could be a great fit for our team.

Interview Details:

- Date: [Date of Interview]

- Time: [Time of Interview]

- Location: [Company Address or specify if it will be a virtual interview with a link]

- Duration: [Expected duration of the interview]

Please confirm your availability for the above date and time by replying to this email or contacting me directly at [Your Phone Number]. If you have any specific needs or require adjustments for the interview, please let us know, and we will do our best to accommodate.

We look forward to meeting you and discussing your potential contribution to [Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Your Contact Information]

[Company Website]