

[Your Name]
[Your Position]
[Your Company]
[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 excited to inform you that you have been shortlisted for an interview for the [Job Title] position at [Your Company]. Your impressive background and skills stood out to us, and we would love to discuss your candidacy further.

****Interview Details:****

- ****Date:**** [Insert Date]
- ****Time:**** [Insert Time]
- ****Location:**** [Insert Location or indicate if it's a virtual interview with link details]
- ****Duration:**** [Insert Estimated Duration]

Please bring along [insert any required documents, e.g., a copy of your resume, portfolio, etc.] and be prepared to discuss your experiences and ideas.

We look forward to the opportunity to meet you and explore how your talents may contribute to our team. If you have any questions or need to reschedule, please feel free to reach out.

Warm regards,

[Your Name]
[Your Position]
[Your Company]