

[Your Company's Letterhead]

[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 [Company Name]. We were impressed by your application and believe that your skills and experience align well with our team.

Here are the details of your interview:

- \*\*Date:\*\* [Insert Date]

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

- \*\*Location:\*\* [Insert Location/Virtual Meeting Link]

- \*\*Interviewers:\*\* [Names and Titles of Interviewers]

Please confirm your availability for this date and time. If you have any questions or need to reschedule, feel free to reach out to us at [Contact Information].

We look forward to speaking with you and learning more about your qualifications.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]