

[Your Company 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 position of [Job Title] at [Company Name]. We were impressed with your qualifications and believe you could be a valuable addition to our team.

We would like to invite you to meet with us on [Date] at [Time]. The interview will take place at our office located at [Office Address]. Please let us know if you would prefer a virtual interview, and we will gladly accommodate.

During the interview, you will meet with [Names and Titles of Interviewers], who will discuss your experience and share more about the exciting projects at [Company Name].

Please confirm your availability for this meeting at your earliest convenience. If you have any questions or need further assistance, do not hesitate to reach out.

Thank you, and we look forward to meeting you soon!

Warm regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Company Website]