

Subject: Invitation to Interview

Dear [Candidate's Name],

We hope this message finds you well. We are pleased to inform you that you have been shortlisted for an interview for the [Job Title] position at [Company Name].

Details of the interview are as follows:

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

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

****Location:**** [Office Address or Virtual Meeting Link]

****Interview Format:**** [In-person/Video/Phone]

Please confirm your availability for the scheduled time. If you require any accommodations or wish to reschedule, feel free to reach out.

We look forward to speaking with you!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]