

Subject: Invitation to Interview for [Position Title] at [Company Name]  
Dear [Candidate's Name],  
We hope this message finds you well. We are pleased to inform you that we would like to invite you for an interview for the [Position Title] position at [Company Name].  
Details of the interview are as follows:  
\*\*Date:\*\* [Insert Date]  
\*\*Time:\*\* [Insert Time]  
\*\*Location:\*\* [Insert Location/Virtual Meeting Link]  
\*\*Interviewer(s):\*\* [Insert Names and Titles]  
Please confirm your availability for the above date and time. If you are unable to attend, feel free to suggest an alternate time slot that works for you.  
We look forward to discussing your qualifications and how you can contribute to our team.  
Best regards,  
[Your Name]  
[Your Job Title]  
[Company Name]  
[Phone Number]  
[Email Address]