

[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],

I am pleased to inform you that you have been selected for an interview for the [Job Title] position at [Your Company]. We were impressed with your qualifications and experience, and we would like to discuss your application in more detail.

The interview is scheduled for [Date] at [Time] at [Location/Virtual Platform]. Please confirm your availability for this time, or let us know if alternative arrangements are needed.

We look forward to meeting with you and learning more about your skills and experiences.

Thank you for your interest in joining [Your Company].

Sincerely,

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