

[Your Company Logo]
[Your Company Name]
[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],

We are pleased to inform you that you have been selected for an interview for the [Job Title] position at [Your Company Name]. We were impressed by your application and believe your skills align well with our team's needs.

Please find the details of your interview below:

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

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

****Location:**** [Insert Location/Note if Virtual with Link if Applicable]

****Interview Panel:**** [Names/Titles of Interviewers]

Should you have any questions or need to reschedule, please feel free to reach out to me at [Your Email Address] or [Your Phone Number].

We look forward to the opportunity to discuss your qualifications further!

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]