

[Your Company's 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 [Job Title] position at [Company Name]. We were impressed by your application and believe that your skills and experience align well with our team's goals.

The interview is scheduled for [Date] at [Time]. It will take place [Location/Online Platform], and the interview will be conducted by [Interviewer's Name/Title]. The interview is expected to last approximately [Duration].

Please confirm your availability for this date and time. If you have any questions or need to reschedule, don't hesitate to reach out to us at [Contact Information].

We look forward to meeting with you and discussing your potential role at [Company Name].

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Company Website]