

[Your Company 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 experiences align with our needs.

The interview is scheduled for [Date] at [Time]. It will take place at [Location/Virtual Platform]. The interview will last approximately [Duration]. Please bring a copy of your resume and any other materials you wish to share with us.

If you have any questions or need to reschedule, feel free to contact me at [Your Phone Number] or [Your Email Address].

We look forward to meeting you and discussing your potential contributions to our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]