

[Your Company Name]
[Your 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 [Company Name]. We were impressed with your application and believe that your skills and experience could be a great fit for our team.

Please find the details of your interview below:

****Date:**** [Interview Date]

****Time:**** [Interview Time]

****Location:**** [Interview Location or specify if it will be a virtual interview, include link if applicable]

****Duration:**** [Expected Duration]

****Interviewers:**** [Names and Positions of Interviewers]

Please confirm your availability for the scheduled time. If you have any questions or need to reschedule, feel free to contact us at [Contact Information].

We look forward to speaking with you soon!

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]