

[Your Company Logo]
[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 shortlisted for an interview for the [Job Title] position at [Your Company Name]! We were impressed by your application and would like to learn more about your skills and experiences.

Please find the details of your interview below:

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

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

****Location:**** [Interview Location or Virtual Platform Details]

****Duration:**** [Duration of Interview]

Please confirm your availability for the above date and time. If you have any questions or need to reschedule, do not hesitate to reach out.

We look forward to meeting you and discussing your potential role within our team!

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]