

Subject: Invitation for Interview – [Job Title] at [Company Name]

Dear [Candidate's Name],

We appreciate your interest in the [Job Title] position at [Company Name]. After reviewing your application, we are pleased to invite you for an interview to further discuss your qualifications and experience.

Interview Details:

Location: [Address or Online Platform]

Date & Time: [Proposed Date and Time]

Interviewers: [Names and Titles of Interviewers]

Duration: Approximately [X] minutes

If the proposed time is not convenient, please let us know your availability, and we will do our best to accommodate.

Kindly confirm your attendance by [confirmation deadline]. If you have any questions or require further details, feel free to reach out.

We look forward to speaking with you!

Best regards,

[Company Name]