

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

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 discuss this opportunity further.

Interview Details:

Date & Time: [Date, Time]

Location: [Office Address / Online Meeting Link]

Interviewer(s): [Name(s) & Position(s)]

Contact for Assistance: [Phone Number / Email]

Please confirm your availability by replying to this email before [Response Deadline]. If you need to reschedule, let us know at your earliest convenience.

We look forward to speaking with you and learning more about your experience and career aspirations. In the meantime, feel free to explore more about our company at [Company Website].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]