

Interview Invitation Letter Template

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

Congratulations! We are pleased to inform you that after careful consideration of your application for the [Job Title] position at [Company Name], you have been shortlisted for an interview.

Interview Details:

- **Date:** [Interview Date]
- **Time:** [Interview Time]
- **Location:** [Interview Location]

Please arrive at least 15 minutes before your scheduled interview time. If you have any questions or concerns, feel free to contact [Interviewer's Name] at [Interviewer's Phone Number] or [Interviewer's Email Address].

What to Bring:

- A copy of your resume
- Any additional documents or portfolios you'd like to share
- Valid identification

Interview Process: The interview will consist of [mention any specific details, such as multiple rounds or assessments]. Be prepared to discuss your experience, skills, and how you believe your background aligns with the requirements of the position.

Next Steps: Following the interview, successful candidates will proceed to the next stage of the hiring process. We anticipate completing the entire selection process by [Anticipated Completion Date].

We look forward to meeting with you and learning more about your qualifications and experiences. Thank you for your interest in joining [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]