

Subject: Interview Invitation â€“ [Position Title] at [Company Name]

Dear [Candidate Name],

Thank you for your interest in the **[Position Title]** position at **[Company Name]**. We are pleased to invite you for an interview to further discuss your application and qualifications.

Interview Schedule:

Date: [Date]

Time: [Time] [AM/PM] [Time Zone]

Location / Mode: [Physical Address or Virtual Meeting Link]

Interviewer(s): [Name(s) and Title(s)]

Please reply to this email to confirm your availability for the scheduled interview. If you require rescheduling, kindly let us know your preferred date and time, and we will do our best to accommodate.

If you have any questions or need further assistance, feel free to contact me at [Phone Number] or [Email Address].

We look forward to meeting you soon.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Phone Number]

[Email Address]