

# Job Interview Invitation Letter

Dear [Candidate Name],

Thank you for applying for the position of [Job Title] at [Company Name]. We are pleased to invite you for an interview to further discuss your qualifications.

**Date:** [Interview Date]

**Time:** [Interview Time]

**Location/Mode:** [Interview Location or specify if virtual with link/details]

Please confirm your availability by replying to this email at your earliest convenience.

We look forward to meeting you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]