

Subject: Invitation to Interview at [Company Name] â€“ Company Profile Attached

Dear [Candidate Name],

Thank you for your interest in the **[Job Title]** position at **[Company Name]**. We have reviewed your application and are pleased to invite you to attend an interview.

Interview Details:

Date: [Interview Date]

Time: [Interview Time]

Location: [Interview Address/Virtual Meeting Link]

Interviewer: [Interviewer Name, Job Title]

Contact Person: [HR/Recruiter Name, Phone, Email]

To help you get to know us better, we have attached a copy of our company profile. The document gives an overview of our vision, core values, and recent achievements, along with other key company information.

Please confirm your availability for the interview by replying to this email. If you have any questions or require further information, feel free to reach out to us.

We look forward to meeting you and learning more about your background and experience.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Phone Number]

[Email Address]

Attachment: [CompanyName]_CompanyProfile.pdf