

Date: [Insert Date]

**To:** [Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Candidate's Name],

We are pleased to inform you that your application for the position of **[Job Title]** at **[Company Name]** has been shortlisted. We would like to invite you to attend an interview to further discuss your qualifications and experience.

**The interview is scheduled as follows:**

**Date:** [Interview Date]

**Time:** [Interview Time]

**Location:** [Interview Location/Address]

**Interviewer:** [Interviewer Name & Title]

**Interview Format:** [e.g., In-person/Video Call/Panel Interview]

Please bring the following documents with you:

- Updated resume/CV
- Portfolio (if applicable)
- Copies of relevant certificates and credentials
- [Any other requirements]

Kindly confirm your attendance by replying to this email or contacting us at [Contact Number/Email Address] by [Confirmation Deadline].

If you have any questions or require further information, please do not hesitate to reach out. We look forward to meeting you and learning more about how you can contribute to our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Phone Number]

[Email Address]