

Dear [Candidate Name],

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

Interview Details:

- **Date:** [Interview Date]
- **Time:** [Interview Time] [Time Zone]
- **Platform:** [Zoom/Google Meet/Microsoft Teams/Other]
- **Meeting Link:** [Insert Link]

Please ensure that you have a stable internet connection and access to a quiet environment for the interview. Kindly log in to the platform 5-10 minutes before the scheduled time. Attached are any documents or instructions you may need to review before the interview.

If you have any questions or require further information, please feel free to reach out to us at [Contact Email/Phone Number]. Kindly confirm your availability for the interview by replying to this email at your earliest convenience.

We look forward to meeting you online.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]