

Dear [Candidate Name],

Thank you for your interest in joining [Company Name].  
We are pleased to invite you to an interview for the  
position of [Job Title].

**About Us:**

[Company Name] is dedicated to [brief statement about company mission - e.g., "empowering innovation in technology"]. Our core values of integrity, collaboration, and excellence drive us to achieve outstanding results. Founded in [Year], we have proudly achieved milestones including [key achievement 1] and [key achievement 2]. As a company, we celebrate diversity and create an inclusive work environment where all talents are welcomed and valued.

**Interview Details:**

**Date:** [Interview Date]

**Time:** [Interview Time]

**Location/Format:** [Physical address or virtual meeting link & instructions]

**Interview Format:** [e.g., Panel/One-on-One/Technical Task]

**Interviewers:** [Names, if applicable]

Please confirm your availability for the interview at your earliest convenience. Should you require any special accommodations or have further questions, feel free to contact us at [Contact Details].

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

Best regards,  
[HR Name]  
[Title]  
[Company Name]  
[Contact Information]

**尊敬的[候选人姓名]:**

感谢您对[公司名称]的关注与支持。我们诚挚邀请您参加[职位名称]岗位的面试。

**公司介绍:**

[公司名称]致力于[简要公司使命, 如“推动科技创新”。公司核心价值观为诚信、协作与卓越, 激励我们取得杰出的成果。自[成立年份]成立以来, 我们已取得包括[成就一]、[成就二]在内的重要成果。我们始终致力于多元与包容, 欢迎并尊重每一位优秀人才的加入。

**面试安排:**

**日期:** [面试日期]

**时间:** [面试时间]

**地点/形式:** [面试地点或线上会议链接及说明]

**面试形式:** [如: 小组面试/一对一/技术测试]

**面试官:** [如适用, 列出姓名]

请您尽快回复以确认是否能够参加。如您需要特别协助或有其他疑问, 欢迎随时联系我们: [联系方式]。

期待与您面谈, 了解您的优势与才华。

此致敬礼！

[人力资源姓名]

[职位]

[公司名称]

[联系方式]