

Date: [Insert Date]

Dear [Candidate's Name],

Thank you for your interest in the [Position Title] role at [Company Name]. We appreciate the time and effort you have invested in your application.

We are pleased to invite you for an interview to further discuss your qualifications and experience. Please find the interview details below:

- **Date:** [Insert Interview Date]
- **Time:** [Insert Interview Time]
- **Location:** [Insert Interview Location or Video Conference Link]
- **Interviewer(s):** [Insert Name(s) and Title(s)]
- **Expected Duration:** [Insert Duration]

If the scheduled date or time is not convenient for you, please do not hesitate to let us know. We value your circumstances and are happy to accommodate a reschedule to a date and time that works best for you.

Kindly reply to this email with your availability or any questions you might have regarding the interview process.

We look forward to your response and to having the opportunity to meet you. Thank you for considering a career with [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]