

Dear [Candidate Name],

We are pleased to invite you for a job interview for the position of [Job Title] at [Company Name]. Your interview has been scheduled as follows:

- **Date:** [Interview Date]
- **Time:** [Interview Time]
- **Location:** [Interview Address/Location]

Please arrive 10 minutes before your scheduled time and bring a copy of your resume and any relevant documents.

If you have any questions or need to reschedule, please contact us at [Contact Email/Phone Number].

We look forward to meeting you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]