

Invitation Letter for Virtual Job Interview (Sample)

Dear [Candidate Name],

We are pleased to inform you that you have been shortlisted for an interview for the position of **[Job Title]** at **[Company Name]**. We would like to invite you to participate in a virtual job interview to further discuss your qualifications and experiences.

Interview Details:

- **Date:** [Date]
- **Time:** [Time] ([Time Zone])
- **Platform:** [e.g., Zoom, Microsoft Teams, Google Meet]
- **Meeting Link:** [\[Meeting Link\]](#)

Instructions for Joining the Interview:

1. Please ensure that you have a stable internet connection and a quiet environment during the interview.
2. Join the meeting using the link provided above at least 10 minutes before the scheduled start time.
3. Have a valid photo ID ready for verification, if required.
4. Familiarize yourself with the platform specified to avoid technical difficulties.

If you have any questions or need to reschedule, please reply to this email or contact us at [Contact Information].

We look forward to speaking with you and learning more about your background and interests.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]