

Subject: Invitation to Interview “ [Job Title] at [Company Name]

Dear [Candidate Name],

Thank you for your application for the position of **[Job Title]** at **[Company Name]**. We are pleased to inform you that you have been shortlisted for an interview.

Interview Details:

Date: [Interview Date]

Time: [Interview Time]

Location: [Interview Location/Video Call Link]

Please confirm your availability for the above date and time. If you have any questions or require further information, feel free to contact me at [Your Email Address] or [Your Phone Number].

We kindly request that you arrive on time and bring a copy of your resume along with any other relevant documents. We look forward to meeting you and learning more about your qualifications.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Your Email Address]

[Your Phone Number]