

[Your Company Letterhead or Logo]

Date: [Insert Date]

[Candidate Name]

[Candidate Address]

[City, State ZIP Code]

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 the next stage of our recruitment process, as outlined below:

- **Interview Date:** [Insert Date]
- **Time:** [Insert Time]
- **Venue:** [Insert Full Address or Virtual Meeting Link]
- **Contact Person:** [Name, Designation, Phone Number, Email]

About [Company Name]

[Company Name] is a leading organization in the **[industry/sector]**, established in [year] and headquartered in [city]. Our mission is to *[briefly state company mission]*, guided by our core values of *[list key values]*. Over the years, we have built a reputation for *[key strengths, e.g., innovation, customer service, integrity]* and are proud to be recognized as *[mention notable achievements or awards]*. With a team of over [number] dedicated professionals, we commit ourselves to creating value for our clients, supporting professional growth, and making a positive impact in the community.

We are excited about the possibility of you joining our dynamic team and contributing to our ongoing success. Please confirm your availability for the interview at your earliest convenience by replying to this email or contacting [Contact Person].

If you have any queries or require further information regarding the interview schedule or our company, please feel free to reach out.

We look forward to meeting you and learning more about how your skills and experiences align with the goals of **[Company Name]**.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Phone Number]

[Email Address]