

## Formal Invitation Letter for Job Interview Sample

[Your Company Letterhead]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]  
[Date]

[Applicant Name]  
[Applicant Address]  
[City, State, ZIP Code]

Dear [Applicant Name],

We are pleased to inform you that your application for the position of **[Job Title]** at **[Company Name]** has been shortlisted. We would like to invite you for an interview to further discuss your qualifications and potential contributions to our team.

### Interview Details:

**Date:** [Interview Date]  
**Time:** [Interview Time]  
**Location:** [Interview Location/Address]  
**Interviewer:** [Interviewer Name & Title]

Please bring a copy of your resume and any relevant documents. If you have any questions or need to reschedule, kindly contact us at [Contact Email] or [Contact Phone Number].

We look forward to meeting with you and discussing your application in more detail.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]