

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]