

# Invitation Letter for Job Interview (Sample for Experienced Professionals)

Date: [Insert Date]

Dear [Candidate Name],

Thank you for your interest in the [Position Title] role at [Company Name]. After reviewing your application and professional experience, we are pleased to invite you to participate in an interview to further discuss your qualifications for this position.

**Interview Details:**

**Date:** [Interview Date]

**Time:** [Interview Time]

**Location:** [Interview Address/Remote Link]

**Interviewer(s):** [Name(s) and Title(s)]

The interview will last approximately [Duration], during which we will discuss your background, the requirements of the role, and how you could contribute to our team. Please bring a copy of your updated resume and any other supporting documents you wish to share.

Kindly confirm your availability for the scheduled time by replying to this email or contacting us at [Contact Email/Phone]. If you need to reschedule, please let us know your preferred dates and times.

We look forward to meeting you and learning more about your experience.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]