

# Sample Email Invitation Letter for Job Interview

Dear [Candidate's Name],

Thank you for applying for the **[Job Title]** position at **[Company Name]**. We have reviewed your application and would like to invite you to participate in the next stage of our recruitment process: an interview with our team.

## Interview Details:

- **Date:** [Interview Date]
- **Time:** [Interview Time] ([Time Zone])
- **Location:** [Office Address / Virtual Meeting Link]

If you are unable to attend at the proposed time, please let us know your availability so that alternative arrangements can be made. Kindly confirm your attendance by replying to this email by **[RSVP Deadline]**.

If you have any questions or require further information, please feel free to contact me at [\[Contact Email\]](#) or at [Contact Phone Number].

We look forward to meeting you and discussing your application further.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address, optional]

[Phone Number]

[\[Your Email\]](#)