

Sample Invitation Letter for Job Interview (Specifying Date and Time)

Dear [Candidate Name],

Thank you for your application for the position of **[Position Title]** at **[Company Name]**. We have reviewed your credentials and are pleased to invite you for an interview to further discuss your qualifications and experience.

Interview Details:

- **Date:** [Interview Date]
- **Time:** [Interview Time]
- **Location:** [Interview Venue/Address]
- **Interviewer:** [Name and Position, if applicable]

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

We kindly ask you to confirm your availability for the scheduled interview at your earliest convenience.

We look forward to meeting you and discussing your future at **[Company Name]**.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Email Address]

[Phone Number]