

Formal Job Interview Invitation Letter

[Your Company Letterhead]

[Date]

[Candidate Name]

[Candidate Address]

[City, State ZIP Code]

Dear [Candidate Name],

We are pleased to inform you that you have been shortlisted for an interview for the position of [Job Title] at [Company Name]. We appreciate your application and the interest you have shown in joining our team.

We would like to invite you to attend a formal interview as per the following schedule:

- **Date:** [Scheduled Interview Date]
- **Time:** [Scheduled Interview Time]
- **Location/Format:** [Interview Location or Virtual Meeting Link]

Please bring a copy of your resume and any supporting documents relevant to your application. If you are attending virtually, ensure you have a stable internet connection and access to the meeting platform prior to the scheduled time.

Kindly reply to this letter to confirm your availability for the interview. If you have any questions or need to reschedule, please contact us at [Contact Email/Phone Number].

We look forward to meeting you and discussing your qualifications in greater detail.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]