

[Your Company Logo]

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

[Candidate's Name]  
[Candidate's Address]  
[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for an interview for the position of **[Job Title]** at **[Company Name]**.

We would like to invite you to attend a formal interview as per the details below:

- **Date:** [Interview Date]
- **Time:** [Interview Time]
- **Location:** [Interview Address/Online Meeting Link]
- **Interviewer(s):** [Name(s) and Title(s)]
- **Interview Format:** [e.g., In-person/Virtual/Panel/Technical]

Please bring the following documents with you:

- Updated resume/CV
- Portfolio (if applicable)
- [Other documents required]

Kindly confirm your attendance by replying to this email or contacting us at **[Contact Email/Phone Number]** by **[Confirmation Deadline]**.

If you have any questions or require further information, please do not hesitate to reach out.

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

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Company Name]  
[Contact Information]