

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

Dear **[Candidate Name]**,

Thank you for your interest in the **[Job Position]** at **[Company Name]**. We are pleased to inform you that you have been shortlisted for an interview.

We would like to invite you for an interview as per the following details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Office Address/Interview Location]

Please bring a copy of your resume, valid identification, and any other relevant documents. If you require any special accommodations, kindly let us know in advance.

Kindly confirm your attendance by replying to this email or contacting us at **[Contact Information]**.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]