

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State ZIP Code]

[Email Address]

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 appreciate your interest in joining our team.

Your interview has been scheduled as follows:

- **Date:** [Insert Interview Date]
- **Time:** [Insert Interview Time]
- **Location:** [Insert Address/Video Link]
- **Interview Format:** [In-person/Virtual/Panel/Other]

Please arrive 10 minutes prior to your scheduled time and bring the following documents:

[List of any required documents, e.g., resume, identification, portfolio, certificates]

If you have any questions or require further information, please do not hesitate to contact us at [Contact Number/Email]. Kindly confirm your availability by replying to this email by [Insert Confirmation Deadline].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]