

Subject: Interview Invitation for [Job Position]

Dear [Candidate's Name],

I hope this message finds you well. We are pleased to inform you that you have been shortlisted for an interview for the position of **[Job Title]** at **[Company Name]**. We were impressed by your qualifications and would like to invite you for an in-person/virtual interview to further discuss your application.

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Company Address] / [Virtual Link]
- **Interviewer(s)**
- [Name(s)]

Please confirm your availability by replying to this email or contacting us at [Contact Information]. If you have any special requirements or need to reschedule, do not hesitate to let us know.

We look forward to meeting with you and learning more about how your skills and experience align with our team's needs.

Thank you for your time and interest in joining [Company Name].

Best regards,
[Your Full Name]
[Your Position]
[Company Name]
[Contact Information]