

Interview Letter from Company

[Company Logo]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to inform you that your application for the position of [Position Title] with [Company Name] has advanced to the next stage. We would like to invite you to join us for an interview to further discuss your background, skills, and interest in this position.

Interview Details:

Date: [Date]

Time: [Time]

Location: [Interview Location or specify if virtual]

Interviewer(s): [Name(s) of the Interviewer(s)]

The interview will last approximately [Duration] and will cover your professional experience, the specifics of the [Position Title] role, and how you can potentially contribute to our team at [Company Name].

Please confirm your availability for this interview by [Deadline for Confirmation], by contacting [Contact Person's Name] at [Contact Person's Email] or [Contact Person's Phone Number].

We recommend that you bring a copy of your resume and any other relevant documents that might support your application. If you have any special requirements or if there is anything you would like us to know prior to the interview, please let us know.

We look forward to the opportunity to speak with you further and discuss the potential for your future with [Company Name].

Thank you for your interest in joining our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]