

Professional Interview Invitation

Subject: Interview Invitation for [Position Title]

Dear [Candidate Name],

Thank you for your application for the [Position Title] position. We were impressed by your qualifications and would like to invite you for an interview.

The interview is scheduled for [Date] at [Time] at our office located at [Address]. Please allow approximately [Duration] for the interview. You will be meeting with [Names/Titles of interviewers].

Please bring [any required documents] and be prepared to discuss [relevant topics]. If this time doesn't work for you, please let me know and we can arrange an alternative.

Please confirm your attendance by replying to this email.

We look forward to meeting you.

Best regards,

[Name]

[Title]

[Contact Information]

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