

Formal Job Interview Invitation

[Your Company's Letterhead]

[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 Title] at [Company Name] has been selected for further consideration. Your qualifications and experience are impressive, and we would like to invite you for an interview at our office.

Interview Details:

Date: [Interview Date]

Time: [Interview Time]

Location: [Interview Venue]

Please bring a copy of your resume and any relevant documents.

We look forward to discussing your candidacy and learning more about your potential contribution to our team. Should you have any questions or need to reschedule, please contact us at [Contact Email] or [Contact Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Contact Email]

[Contact Phone Number]